



PORT COMMUNITY CONSULTATION COMMITTEE - BUNBURY  
WEDNESDAY 12 FEBRUARY 2020

**MEETING MINUTES**

<b>PRESENT</b>	Mike Ansell (Chairman)	Jane Andel (Director)
	Anne-Louise Dubrawski	John Barratt (Director)
	Brian Rettinger	Steve Lewis (CEO)
	Derek Lee	Keith Wilks (COO)
	Michael Pekin	Monica Birkner (GM Sustainability)
	Michelle Steck	Robert Alexander (GM Port Development)
	Murray Webb	Lee Smith (RM)
	Nicolas Pozniakov	Kevan Wheeler (Acting GM, PoB)
	Raymond Jordan	Duncan Gordon (Env. Mgr.)
	Tresslyn Smith	Tori Castledine (Corporate Affairs Advisor)
	Carol McKenzie (Committee Secretary)	Kylie Astbury (Senior Administration and Governance Officer)

<b>APOLOGIES</b>	Fiona Fitzgerald	Les Turner (Harbour Master)
	Mark Ritchie	

The Chairman opened the meeting at 5:04 pm.

Mike Ansell opened and welcomed everyone to the meeting and mentioned the Feature Topic – Stakeholder Engagement Plan to be presented by S Lewis later in the meeting.

**1. Introduction of the new Southern Ports Management Team (Steve Lewis)**

S Lewis advised that Rob Cole has stepped down as Southern Port's Chair after serving in the position for four years. He is replaced by the new Chair, Ian Shepherd, who is an engineer with forty years of experience in technical, management, governance and leadership and was the CEO of GHD from 2008 to 2016. Jane Cutler has also been appointed to the Board and was the former National Offshore Petroleum Safety and Environmental Management Authority CEO as well as Woodside Energy's Natural Gas President. Gary Wood has stepped down from the Board after fourteen years of service and leaves as the longest serving port director in WA.

S Lewis advised the new Southern Ports Management team is now in place and introduced the following:

Keith Wilks – Chief Operating Officer based in Bunbury  
Robert Alexander – General Manager Port Development based in Esperance  
Monica Birkner – General Manager Sustainability based in Bunbury  
Simon Gavin – Chief Commercial Officer based in Albany  
Tori Castledine – Corporate Affairs Advisor

Steve Lewis also noted that Lee Smith is now the Regional Manager Bunbury, Gary Crockford is the Regional Manager Albany and Scott Bates is the Regional Manager Esperance.

Keith Wilks introduced himself and stated that his previous roles include ten years as a Master Mariner after which he moved into the finance sector. He then went into leadership roles at Svitzer, Port of Newcastle and more recently at the Port Authority of New South Wales. Keith also stated he has a passion for building port capacity for the future.

Monica Birkner introduced herself and stated her previous roles included working in Government Trading Enterprises in the Northern Territory and as General Manager Business Services with Busselton Water.

Robert Alexander introduced himself and stated his previous roles included senior roles in Parson Brinckerhoff, BHP and Nyrstar and recently Director Assets with the Glenelg Shire Council in Victoria.

Tori Castledine introduced herself and stated her qualifications are in communications, public relations and journalism and has a background working in various levels of government, with a native title corporation and a business industry representative organisation.

M Ansell welcomed everyone and congratulated L Smith on his appointment as Regional Manager Bunbury.

## **2. DECLARATIONS OF INTEREST**

There were no declarations.

M Ansell discussed the Disclosure of Conflict(s) of Interest Form and requested the Committee members to complete the form which will then be kept as a record and will be tabled at each meeting. The form can be updated when necessary. N Pozniakov enquired what to do if there is no conflict and M Ansell requested that blank, signed forms be returned.

## **3. Minutes of Previous Meeting**

The minutes of the meeting from 4 December 2019 were confirmed by the Committee members as true and correct.

## **4. Action Items from Previous Minutes**

The Committee discussed some of the difficulties being experienced with opening and viewing e-mails. The Port will investigate the format in which the documents are being sent.

Kevan Wheeler advised we have appointed Mills Wilson to prepare a consultation strategy for the Revised Inner Harbour Structure Plan to go out for public consultation. The consultation process should take about five months. (Action item 4.1)

## **5. Committee Charter and Membership (Chair)**

### **a) Committee Charter - Review**

K Astbury advised the Port Community Consultation Committee Charter is reviewed every two years and is aligned across the three ports. The proposed amendments are noted in tracked changes. The Committee ran through the proposed amendments with specific items of discussion noted as following:

- New clause 3.3 discusses the communication protocols for external communication through the Committee to be via group e-mail. B Rettinger queried the term “group e-mail” and requested the wording to be clarified.
- Clause 4.3 – Port Management and the City of Bunbury representative will consider all new applicants and memberships. The Committee stated their concern with the proposed amendment to the application process; in particular the role of the Shire/City representative in the process and that the Committee should be able to recommend people known to them for potential new members which assists in the decision making process. The Port noted the Committee feedback on this item.
- Membership terms will be one year for new members then two or three years thereafter. B Rettinger noted he did not agree with the three-year term option and queried the one-year term for new members. K Astbury and the Chair explained that with option of term lengths gives flexibility to reduce the potential for all of the Committee’s terms expiring in the same year (as has occurred previously). The initial one-year term is similar to a probationary period which allows the new member to decide if the Committee is for them. By adding the three-year term it allows more options to split the membership knowledge.
- Clause 5 – M Ansell explained the proposed quorum change amendment from 50 per cent plus one to a minimum of five present to allow ease of the quorum going ahead. B Rettinger spoke about the requirement for members to attend 75 per cent of meetings and requested consideration for members who miss more than one meeting due to extreme circumstances. The Port noted the suggestion.

The Charter will be out for consultation across all three PCCC’s for a couple of weeks and any feedback needs to be sent via group e-mail. (Action item 5.2)

There may be a need to call a special meeting to discuss the amendments once received from all PCCC and considered by Management.

## **b) Committee Membership – Consideration of Nominees**

M Ansell stated D Lee was stepping down as a member of the Committee and thanked him for his input and contribution to the meetings over the years. D Lee stated that he has been on the Committee for eight years.

M Ansell advised membership applications received will go to the Board for endorsement; noting B Rettinger’s term for one year and M Ansell for two years. This will bring the membership to eleven members. The members were all in favour of having eleven members on the Committee.

## **6. Port Trade and Project Updates (Kevan Wheeler/Lee Smith)**

K Wheeler and L Smith provided the following update:

K Wheeler stated Minister Alannah MacTiernan and local Member Don Punch were in Bunbury to announce the Public Fishing Platform on the northern half of the service jetty at the Outer Harbour. The jetty upgrade and civil works has commenced. M Ansell requested the PCCC be invited to future media events regarding this and other projects.

The Port is undertaking upgrades on Berth 8, with the works to be completed by the end of the financial year. Projects include:

- Fender replacement
- Shuttle winch upgrade
- Lighting upgrade in shed 8.3
- Leschenault Drive upgrade
- CV14 and CV15 upgrades

- Potable water pipeline installation
- Berth 3 bollard – to allow for larger ships at the berth
- Shed 8.2 floor concreting
- Shed 8.3 roof repairs
- Shed 5A + B upgrades
- The southern side laydown area was completed last year and currently the area is being leased by Agility for storage of break bulk cargo for the Albemarle project.

L Smith spoke on Safety and it was decided to include Safety as a regular agenda item. (Action item 6.1)

Last week there was a truck rollover and loss of product on the roundabout exiting the port. This incident caused congestion on the roads due to a high volume of traffic down from Perth for the long weekend. A three car traffic incident on the Forrest Highway compounded the issue. The Port Security team was on site to assist and the incident is currently going through an investigation. The Port received some back lash from the community via social media so it is good to have Tori Castledine on the team to clarify communication going forward.

There was an incident at a private berth where a vessel crew member cleaning the hold on a ship fell eight metres into the hold. He was transferred to hospital in Perth. The incident highlighted the need to improve emergency procedures and communication with Port Users.

*5:55pm Tresslyn Smith arrived.*

16.8 million tonnes of trade has gone through the Port during 2019. Berth 8 was down by 2.3 million tonnes partially caused by the decline in woodchips and the lower prices for spodumene.

L Smith spoke about a fisherman cutting the fence on a number of occasions to access the area under Berth 8 to catch fish. He has since been interviewed by the police and will be charged with trespassing. This has highlighted a need to communicate the restricted areas to the community. The Bunbury team will work with the Media Officer on a communication plan. The Committee discussed signage in the area and it was noted there are signs at Berth 8 but there is no CCTV in the area.

L Smith stated that Southern Ports is obliged to carry out checks on MSIC holders to ensure they are compliant. The Port had a recent incident where an individual chose not to produce his card when requested and was verbally abusive to the Security Officer. The person's MSIC has now been revoked. There is an average of 60,000 security card swipes per month.

The contract for Port Tours was signed with a local provider in October 2019, but only recently submitted the draft tour script. The operator has come back stating they are seeking a subsidy to operate the tours. The Port are now looking at other options. Esperance engage a local non-profit organization to conduct their tours so we are looking for something similar for Bunbury to enable us to give back to the Community. B Rettinger suggested Port Tours go out for tender again and stated there was no scope in the last tender that went out. L Smith stated that given the model in Esperance is working well, we are considering replicating that model. A schedule of when the tours will be happening was requested. (Action item 6.2)

D Lee enquired about who was responsible when there is an emergency incident on a ship. L Smith stated that recent incidents highlight the need to update Emergency Response procedures, improve communication with Port Users and Emergency Services to ensure we all have the key contacts responsible in these situations.

M Ansell asked if there was any consideration for a Port Open Day. L Smith advised that this used to be done in conjunction when a navy vessel was in port. The last Open Day was held on Berth 5 but the berth is now heavily utilized for shipping. There may be an opportunity to

hold the event at Berth 1 and 2 but we have no dates at this time. T Castledine stated this would be an opportunity to connect with the community.

M Pekin enquired if we have an Emergency Rescue Team (ERT). L Smith advised Southern Ports do not have a team at this time but South 32 do. There is only one ambulance in Bunbury and in most instances an ERT can get to an incident first. Southern Ports have trained Senior First Aid Officers and operational staff are trained in oil spill emergency response but do not have the staff and capacity for a dedicated ERT at present. The Port has a good relationship with the Ambulance and Fire and Rescue teams in Bunbury. S Lewis stated there is a permanent ERT in Esperance Port due to their remote location.

## **7. Environmental Report (Duncan Gordon)**

D Gordon provided the following update:

The Binningup sludge issue which commenced when local residents reported finding a growth on their craypots and felt it may have been caused by the dredge material being dumped at the spoil ground. Murdoch University have conducted tests with initial indications showing a microalgae growth which traps fine sediment may be the “sludge” that is depositing on the cray pots. Initial tests have identified elevated nutrient levels in the Binningup Lagoon which can cause increased microalgae growth. The University will carry out further investigations before and after the dredging campaign due in March. A Binningup resident has stated they are very happy with what the Port has been done in engaging the University to undertake the investigation.

The Fairy Tern breeding program was unsuccessful this year due to extreme heat conditions. A major storm caused an issue at the beginning of the breeding season resulting in breeding having to start again but it was too late in the season.

D Gordon advised he is working with the City of Bunbury and other Authorities such as the Shires of Harvey, Dardanup and Capel and the Cities of Busselton and Mandurah, around the development of a Coastal Hazard Risk Management and Adaption Plan (CHRMAP) regarding the rise in sea level, coastal hazards and erosion. A scope of works is being considered to get funding for the project. This will benefit the Port and our assets.

The Port has gone out to market for the Recycled Water Treatment Plant at Berth 8 to recycle storm water and conveyor wash-down water which will reduce the Port’s reliance on bore water.

The concrete pad is down for the Biosecurity Shed at Berth 5 and construction of the shed will commence in a couple of weeks. The shed is being installed mainly to deal with pest and animal biosecurity response issues.

The annual sediment and water quality sampling of non-marine bodies around the port will be conducted next month.

After a three month process, the Port has received the Instrument of Exemption for the trawling of the wrack in the shipping channel before the dredging commences.

Southern Ports has been chosen by the Federal Department of Agriculture to be involved in a study to identify if there are any introduced marine pests in port waters. The study involves a plankton tow and the analysis of the plankton will confirm the effectiveness or otherwise of the ballast water exchange protocols.

In January a kangaroo was found at the southern side laydown area near Berth 5. The Port engaged a local pest control company who tranquillized the kangaroo and relocated it back to a bush area.

We received one community contact regarding noisy reverse beeping which has been dealt with by the crane contractor working in the Albemarle project storage area.

R Jordan asked if the wrack removal affected crab movement. D Gordon said it did not appear to affect the crabs and any sea life that comes up with the wrack is returned to the water.

T Smith enquired how Southern Ports was dealing with the Coronavirus. D Gordon stated we are following the procedures and protocols set down by the Federal Government for all ships entering Australia. (K Wilks gave a more detailed response later in the meeting).

## **8. Marine Update (Kevan Wheeler)**

Kevan Wheeler provided the following marine update:

The wrack removal is currently underway and the dredging campaign will commence at the beginning of March.

Our new pilot, Sarah Robinson is undergoing six months training on local piloting procedures.

The Dynamic Under Keel Clearance (DUKC) system is working really well and we are able to use the information to sail vessels on deeper drafts.

## **9. Southern Ports Executive Update (Steve Lewis)**

It was decided to defer the Feature Topic – Stakeholder Engagement, to the next meeting. S Lewis advised that it is a big topic and needs time for discussion.

S Lewis advised the Coronavirus is impacting a little on trade.

S Lewis also advised that he is working with the South West Development Commission with regards to our Port land holdings.

T Smith declared she has recently been appointed to the Board of the South West Development Commission.

## **10. Media (S Lewis)**

Tori Castledine stated she would ensure media will be ready for the next meeting and encouraged the Committee to give feedback on how and what media they would like to see.

## **11. Community questions**

D Lee queried crew members procedures, in light of the coronavirus, for disembarking in Bunbury.

K Wilks advised as per Government procedures each crew member is assessed prior to entering Australia. It takes twelve days to get from China to Bunbury, twelve to thirteen days to Albany and fifteen days to Esperance. 50 per cent of vessels come from China and there have been no reported cases from ships crews. The vessel's Chief Medical Officer assess crew again after fourteen days. L Smith stated we have received a number of calls from the public and that once a crew member has been cleared they are welcome to come on shore.

B Rettinger commented on the Executive team structure and requested an organisational structure for Bunbury. M Ansell added that it would be useful for a starter pack for new members. (Action item 11.1)

B Rettinger enquired about what happens to the membership nominations. S Lewis advised they will be submitted to the Board and members will be notified well in advance of the next meeting.

M Ansell reminded members to complete and submit their Disclosure of Conflict of Interest Forms.

M Ansell once again thanked D Lee on his contribution to the Committee and wished him well.

## **12. Any Other Business**

There was no other business.

Mike Ansell thanked everyone for attending the meeting.

Meeting closed at 6:45 pm

**DATE OF NEXT MEETING:** Tuesday 12<sup>th</sup> May 2020

**Mike Ansell**  
**Chairman**  
**Community Consultation Committee - Bunbury**



## ACTION ITEM LIST

### FROM MINUTES OF PORT COMMUNITY CONSULTATION COMMITTEE - BUNBURY

12 February 2020

ITEM NO	ACTION	DATE AROSE	ACTION BY	STATUS
4.1	Members to be updated when the Revised Inner Harbour Structure Plan goes out for public comment	4 Sept 2019	K Wheeler	
5.2	Feedback for Charter to be submitted by group e-mail	12 Feb 2020	S Lewis	
6.1	Safety to be included as an agenda item.	12 Feb 2020	L Smith	
6.2	Update to be given on Port Tours	4 Sept 2019	L Smith	
11.1	Bunbury organizational structure to be sent to Members	12 Feb 2020	C McKenzie	