



PORT COMMUNITY CONSULTATION COMMITTEE - BUNBURY  
WEDNESDAY 12 MAY 2021

**MEETING MINUTES**

<b>PRESENT</b>	Mike Ansell (Chairman)	Keith Wilks (COO)
	Anne-Louise Dubrawski	John Barratt (Director)
	Brian Rettinger	Jane Andel (Director)
	Fiona Fitzgerald	Lee Smith (RM)
	Mark Ritchie	Duncan Gordon (Env. Mgr.)
	Michael Pekin	Robert Alexander (GM Port Devel.)
	Murray Webb	Les Turner (Harbour Master)
	Nicolas Pozniakov	Tori Castledine (Corp. Affairs Advisor)
	Raymond Jordan	Jo Mills – (Communications Officer)
	Tresslyn Smith	Carol McKenzie (Committee Secretary)
<b>APOLOGIES</b>	Michelle Steck	Steve Lewis (CEO)
	Monica Birkner (GM Sustainability)	Glen Pikor (Eng. Mgr)
		Brenton Wohlrab (Ops. Mgr)

The Chairman opened the meeting at 5:10 pm.

Mike Ansell opened and welcomed everyone to the meeting and noted a few changes including the speaker's notes being sent out before the meeting and the opportunities for extra meetings for interest items such as Port User presentations and port tours. Mike thanked Lee for the Port Tour that was conducted today.

**1. Declarations of Interest**

There were no declarations.

**2. Minutes of Previous Meeting**

The minutes of the meeting of the previous Committee meeting held on 10th February 2021 were noted as approved via circular resolution on 15<sup>th</sup> March 2021. The circular resolution is affirmed by the Committee.

**3. Action Items from Previous Minutes**

A copy of the Molecular (DNA) survey was sent to Committee members on 3<sup>rd</sup> March 2021. (Action item 7.1)

A copy of the Master Plan presentation slide was sent to Committee members on 3<sup>rd</sup> March 2021. (Action item 9.b.1)

The Master Plan Survey link was sent to Committee members on 22<sup>nd</sup> February 2021.  
(Action item 9.b.2)

Mike Ansell and Lee Smith met to discuss meeting dates on 6<sup>th</sup> May 2021. No additional PCCC meetings are scheduled at this time, but Mike stated that there might be additional PCCC meetings added later, if required for special presentations or other reasons. (Action item 14.b.1)

Speakers notes were emailed to Committee members on 11<sup>th</sup> May 2021 and are noted as read.

#### **4. Southern Ports Executive Update (K Wilks)**

Keith Wilks provided the following update:

Keith advised that he has been in the role of Acting CEO for the past five weeks while Steve Lewis has been away on annual leave and noted that during that time the Hon. Rita Saffioti MLA has been elected as Minister of Ports.

Keith stated he is pleased to report the improvement in safety performance and reportable injuries within the organization with no reportable injuries for the last three months.

Keith noted the benefits from the increase in investment in training and the information sharing across all sites.

The Board meeting will be in Bunbury on 17<sup>th</sup> June 2021 and there will be a meet and greet with the PCCC the night before. This will be in a slightly different format with the meeting involving just the Board and the PCCC.

*5:19 pm John Barratt joined the meeting*

#### **5. New Staff and Safety and Security Update (Lee Smith)**

Lee Smith provided the following update:

Lee spoke about the 5 Why's and explained it is a process of investigation after an event where you continually ask Why to determine why the event occurred. This process is used for more minor events. An ICAM investigation is used for more major events to look at the root cause and put in the correct procedures. 5 Why's and ICAMs are run by the HSES Department with help from the workforce giving them more understanding of the process and a broader sense of what can occur.

Lee explained the Lock Out Tag Out procedure is the isolation of electrical devices to prevent a hazard while performing tasks on equipment and Southern Ports staff undergo training in this area.

Lee advised the Berth 8 Emergency Evacuation plans is unique in that there are several customers that use the berth. The other berths are all singular users so the Emergency Evacuation plans for them are much easier.

Lee described the Versaflow helmet as a safety helmet that encapsulates the head and face of the wearer and pumps clean air into the helmet from a small compressor. The helmets are more comfortable for staff and protects them whilst undertaking inspections in high dust areas.

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

Duncan Gordon provided the following update:

The biennial dust monitoring review is being done by a third party to look at dust data from the previous two years to check the effectiveness of the system, indicates when dust emissions are getting close to exceedance and why. Duncan added it is good to have an independent review. All dust monitors are external to the port.

Duncan explained the implementation of the new environmental database, EnviroSys, will consolidated all the environmental data from across all sites into one area for all sites to access. All data held by external laboratories and consultancies will be migrated to the new system.

Scrap metal loading at the Outer Harbour has a 10pm to 7am curfew and truck speeds were limited on Casuarina Drive. The vessel had to move to Berth 1 due to Berth 5 being very busy. Duncan advised that some of the scrap metal goes to China and India and that prices are higher at the moment.

Duncan explained that CHRMAP stands for Coastal Hazard Risk Management and Adaption Planning. A consultant has been appointed and is currently collating data from the Shires, City of Bunbury, and Southern Ports. This will give us an idea of any future risks such as sea level rise, erosion, coastal inundation, and future water supply.

## **7. Southern Ports Covid 19 Response (Lee Smith)**

Lee Smith provided the following update:

Southern Ports had a milestone event with the first Covid 19 vaccination administered in the South West region was given to a Southern Ports employee. All front facing employees have had notifications and some have had vaccinations. Lee added Southern Ports has not made it mandatory for staff to have the vaccine.

Lee noted the response from port staff and stakeholders during the lockdown a couple of weeks ago was fantastic and pleasing to note. The latest lockdown is an example of how quickly the situation can change with this pandemic and we need to ensure we stay vigilant.

It was noted that Covid and Influenza have similar presentations, both causing respiratory disease and as such it is important to take preventative action against both viruses. Lee stated that the Port has provided opportunities for staff to have the flu vaccine.

A discussion was had regarding a crew member in Karratha contracting Covid and the responsibility for dealing with this type of case is handled by WA Health and it is treated as a health emergency. WA Health have an Emergency Response Plan for these issues. A question was raised whether the ships carry Covid testing kits and it was noted that the WA Health tests are the only ones recognized and the organization send people onto vessels to carry out testing.

*5:49 pm Rob Alexander joined the meeting via TEAMS*

## **8. Project Updates/Port Development Structure (Rob Alexander)**

Rob Alexander provided the following update:

The Turkey Point Access Bridge project is undergoing the environmental approval stage. The approval process resulted in responses from nineteen groups that required further consultation. This Stakeholder engagement piece is currently underway.

The Berth 3 bollard installation is complete.

Leschenault Drive has now been sealed for winter and extra work will be done on the road in the warmer months. We are also upgrading the intersection at Berth 8.

The CV14 and CV15 contract has been executed and is progressing.

The Berth 8 Fire System upgrade will commence in the new financial year.

a) Master Planning Public Consultation

The stakeholder engagement survey is complete, and the data is being collated. There were 204 people who took part in the survey which was a great result.

A power point presentation covered the following: -

- People & Partnerships – Environment – Prosperity
- Key themes
- A graph showing the different responses
- Ranking and the “Top 5”
- Face to face stakeholder appointments

The Next Steps cover the following: -

- Development of infrastructure needs
- Shipping
- Moving onto Phase three

The Master Plan is currently in Phase two and a question was asked by Brian Rettinger if Southern Ports would be having any community consultation for the next phase and who was doing the design. Rob advised that valuable community interaction was received in Phase one and once a draft plan is available, consultation will be sought from key stakeholder groups.

Rob added a consultant is working on a 15 % design for the Turkey Point project.

*6.08 pm Rob Alexander left the meeting*

## **9. Port Trade (Lee Smith)**

Lee Smith provided the following update:

Southern Ports has had a good trade year with 14.26 million tonnes moving through the port this year and the organisation is expecting to meet the budget forecast. Of note is the grain export record from Bunge surpassing the previous trade record of 370k tonnes to 460k tonnes and we expect this will surpass 500K tonnes this financial year.

Discussion was had around trade for the Berth 5 lay down area, break bulk cargo, roll on roll off (RoRo) cargo and the possibility of a niche container carrier.

With the new bollard in place we are looking at bringing larger vessels into Berth 3.

## **10. Marine Update (Les Turner)**

Les Turner provided the following update:

The dredging of the main shipping channel was successful with 80 000 cubic metres of material moved to the spoil ground bringing the channel depth to 12.2m to 12.8m. This allows the Port to continue maximizing the drafts and maximum cargo being carried for the Port's main exporters. Les added that a fully loaded Panamax vessel requires a 14.4m channel depth.

While the Tuart pilot boat is having engines replaced, we have chartered the pilot launch Berkeley from Fremantle Pilots. This vessel is much bigger than the Tuart being 19.5m long while the Tuart is 14 m long and will provide more certainty of Pilot transfers during the winter season.

## 11. Media (Tori Castledine)

Tori Castledine provided the following update:

The Albany Open Day was well received by the community with 1500 people attending throughout the day. Although the numbers were a bit low the event still went off very well and we have received excellent feed back from those who attended. As an event like this takes a lot of planning and budget, we are only looking into holding an open day in Bunbury next year. Tori added that given the challenges of the vast geographical footprint of the port only certain areas would be able to open to the public and other areas, such as the Outer Harbour, could be included in a bus tour.

Collaboration between the three PCCC's has not been organised yet as the new Chair in Albany has not been confirmed yet. Once the Chair is appointed and there is a more consolidated view on the committee members, then a meeting will be facilitated.

Tori spoke about availability of sponsorship from Southern Ports and encouraged the Committee members to direct any potential applicants to the process outlined on the Southern Ports website.

## 12. Community Questions/Issues (PCCC Members)

There were no questions from the committee members.

## 13. Any other Business

Mike Ansell spoke on the following topics: -

### a) PCCC Memberships and Terms

There are seven memberships ending in June 2021 and all seven Committee members have nominated to continue on the committee. Mike noted that as we ideally need no more than 50% of memberships ending at one time, two of the seven nominees will need to choose a one-year term while the remaining five will have a two-year term. The nominations and terms are as follows: -

Name	Term
Brian Rettinger	1 year
Michael Pekin	1 year
Anne-Louise Dubrawski	2 years
Fiona Fitzgerald	2 years
Mark Ritchie	2 years
Tresslyn smith	2 years
Murray Webb	2 years

The Committee agreed with having eleven members.

b) Nominations for Vice Chairperson (2-year term)

Brian Rettinger stepped down as Vice Chair due to his next term only being for one year. Fiona Fitzgerald nominated for the position of Vice Chair with the Committee all in agreement. Mike advised the nominations, terms and the new Vice Chair nomination will go to the Board for approval.

c) Port Tours

Brian Rettinger gave an update on Port Tours: -

Brian advised that he met with Lee Smith and Kaitlyn Proctor to help put together a scope of service for Port Tours. The discussion included the following: -

- The potential use of a tour company
- Preliminary design
- Ten or more-seater bus
- Weekly tours
- Length of tour to be one to one and half hours
- Customers will not leave the bus inside the port area
- External and internal tours
- Stop at the look-out tower for a talk on operations
- Approach the Visitors Centre to take bookings
- Minimum passenger load to be viable

Kaitlyn is working on a list of basic requirements and the tender documents. Lee advised preliminary discussions to take place with the City of Bunbury regarding the use of the Visitors Centre. Lee thanked Brian for his support and help with this project.

Discussion was had around subsidizing the tickets and what working with the Visitors Centre will look like.

Mike Ansell thanked everyone for attending the meeting.

Meeting closed at 6:45 pm

**DATE OF NEXT MEETING:** Wednesday, 11<sup>th</sup> August 2021

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

## ACTION ITEM LIST

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

12 May 2021

ITEM NO	ACTION	DATE AROSE	ACTION BY	STATUS
1.	Declaration of Conflict of Interest to be sent out with Minutes	12 May 2021	C McKenzie	
8.1	Update to be given on Port Tours	4 Sept 2019	L Smith	Ongoing
11.1	Bunbury Port Open day	12 May 2021	T Castledine	Ongoing
11.2	Tori Castledine to contact Albany and Esperance PCCC regarding PCCC collaboration	10 Feb 2021	T Castledine	
11.3	Media statistics across the three ports to be provided to the PCCC members	12 May 2021	T Castledine	