
**Minutes of meeting held at the Onslow Beach Club,
Second Avenue, Onslow
Wednesday 11 September 2019**

ITEM 1 WELCOME AND INTRODUCTION OF MEMBERS

Chair welcomed all present and declared the meeting open at 3:07pm. The chair commenced meeting with an introduction of all members in attendance.

ITEM 2 RECORD OF ATTENDANCE/APOLOGIES

Present:

Chair:

Pilbara Ports Authority

Mike Minogue (MM)

PPA Staff:

Community Relations Advisor

Tegan Read (TR)

Landside Operations Coordinator

Ryan O'Donnell (RO)

Committee Members:

Chevron

Tiffany Winch-Buist (TW)

Chevron

Shawn Heiderich (SH)

Chevron

Alex Nietrzeba (AN)

Chevron

Brian Hayes (BH)

Chevron

Chris Jones (CJ)

Chevron

Shannon Dolbel (SD)

Chevron

Josh Young (JY)

Community Member

Flic Brennan (FB)

Community Member

Neil Raferty (NR)

Community Member

Mel Seymour (MSe)

Community Member

Michelle Drummond (MD)

Community Member

Emily See (ES)

Community Member

Colin Munro (CM)

Community Member

Karen Hayes (KH)

Thalanyji Foundation

Brett Peake (BP)

Shire of Ashburton

Lisa Boyd (LB)

WAPOL

Michael Bradbury (MB)

OPS

Jackie Barry (JB)

Mackerel Islands

Ashleigh Shone (AS)

ITEM 3 RATIFICATION OF PREVIOUS MEETING MINUTES

Committee members ratified previous meeting minutes as a true and accurate account of discussion. Chair proceeded with agenda items.

ITEM 4 ACTION ITEMS

- **Action Item 1:** nil

ITEM 5 MARINE OPERATIONS UPDATE

Harbour Master (Regional Ports) Mike Minogue

MM discussed the following topics:

- **Safety update:** PPA's 12 month rolling Lost Time Injury Frequency Rate (LTIFR) is currently at 0.86 against the 2019/20 target of 1.54. PPA's high priority on safety procedures for all staff, contractors, and visitors was reiterated to the committee.
- **Port statistics:** No significant marine incidents to report since PPA commenced port operations. As of September 9, 201 LNG export and 22 Condensate export cargoes have been completed since the start of operations.
- **Dredging and sweeping operations:** Last month PPA conducted maintenance dredging and sweeping in line with annual maintenance operations (August 14- August 31). Works were undertaken in the channel, swing basin and berth pocket to obtain the declared depth of 13.5m. MM to redeclare depths once final hydrographic survey is received.
- **Port infrastructure projects:** Ongoing infrastructure plans have been in process since Chevron's handover on December 1, 2018. The security infrastructure project is currently underway with completion expected by end of the year. Contractors have been mobilised onsite to manage the security and power installation project. Status ongoing.
- **VTS stakeholder engagement survey:** The annual VTS stakeholder survey will be undertaken in November. All port users and proponents with VTS interaction can expect to receive the survey in November.
- **Sand Bypass Project:** The Sand Bypass Project is scheduled to commence later this month. The project will see the transfer of approximately 80,000m³ from the western end of the MOF to the eastern side under Chevron management. Once completed the ministerial condition covering this will be transferred to PPA for ongoing management and maintenance according to trigger levels. Similar works are expected to be required every 1-2 years based on accumulation rate.
- **SPAR Buoy replacement:** The replacement of 22 SPAR Buoys along the Wheatstone Marine Terminal (WMT) Channel will commence in mid-September. The replacement Buoys will be transferred via road from the Onslow Marine Supply Base to the Port of Ashburton before being loaded onto the vessel, Skandi Singapore. The Skandi Singapore is scheduled to arrive on September 19 with an expected project duration of 30 days. Ongoing maintenance of all navigational aids will be transferred to PPA upon completion.

ITEM 6 LANDSIDE OPERATIONS UPDATE

Harbour Master (Regional Ports) Mike Minogue – Proxy for Landside Operations Manager, Jon Giles

MM discussed the following topics:

- **Port infrastructure projects:** PPA has continued works on security and IT infrastructure installation since the introduction of electronic card access control measures to the landside operational areas and MOF (March 1, 2019). Security infrastructure and solar powered gatehouse expected to be completed by December 1. Upgrades are expected to eliminate the need for the MSS staff currently onsite with remote security controlled via Port of Dampier or Port of Port Hedland.
- **General operations:** Landside operations team continues to coordinate access to the public berths for tug and pilot boat refuelling/water bunkering activities. PPA to have staff onsite Monday to Thursday during the upscaling phase with more regular staffing expected as operations increase. The Landside Operations team are managing waterside berth survey operations and will oversee the upcoming SPAR Buoy replacement works.

- **Port users:** A second non-exclusive stevedores license has been issued for the port. Ongoing discussions with numerous pipe spooling and offshore support companies have also been taking place. Once infrastructure and required emergency service facilities are in place expect to see an increase in port activity.
- **First Points of Entry:** PPA will progress towards full compliance for the Port of Ashburton as a declared First Points of Entry (FPE) under the Biosecurity Act 2015 by March 1, 2020. Current facilities are yet to be determined as fully compliant. Until this process is complete Department of Agriculture and Water Resources (DAWR) approval must be granted for each international import. PPA is working with the regulator through the process which has seen compliance gained for other PPA ports.

ITEM 7 ENVIRONMENT AND HERITAGE UPDATE

Harbour Master (Regional Ports) Mike Minogue – Proxy for Environment and Heritage Manager, Dan Pedersen

MM discussed the following topics:

- **Port of Ashburton maintenance dredging:** Maintenance dredging was conducted in mid-August with the return of dredge vessel, Juan Sebastian De Elcano. 555,366 m³ of material was relocated from the swing basin and channel to approved spoil grounds (divided between Spoil ground Bravo and Spoil ground Charlie). All dredging activities were completed in compliance with the Long Term Dredge Management Plan. An environmental inspection was completed on August 15 by Environment and Heritage Advisor, David Pozarri, with excellent compliance noted to all conditions.
- **Weed survey and management:** In May Vicki Long and Associates were commissioned to conduct a weed survey at the Port of Ashburton Landside Operational areas including the access road, shipping loading/storage area, laydown areas, stockpile areas and undistributed area of native vegetation. Areas inside Chevron's long-term lease area were excluded. Kapok bush, Purpletop Chloris, Mesquite, and Mimosa bush were all identified for treatment or removal.
- **SPAR Buoy samples:** Proposal submitted to Chevron project team to collect samples of growth from the existing 22 SPAR Buoys during the replacement project. This will compliment the State-Wide Array Surveillance Program (SWASP) and help determine the presence/absence of invasive marine pest species in port waters. The project will provide the opportunity for collection of long term samples with aids in the water for approximately five years. If approved, sample collection is expected by October with results available early 2020. Updates will be provided at next meeting.
- **Environmental fact sheets:** PPA have developed several environmental fact sheets to cover topics relevant across port sites. They are available for download via the PPA website.

ITEM 8 COMMUNITY UPDATE

Community Relations Advisor, Tegan Read

TR discussed the following topics:

- **Community Support Initiative (CSI):** PPA has recently supported the following through the CSI, Passion of the Pilbara: \$20,000 as a major event sponsor; Onslow Primary School P&C: \$5,000 towards a phased playground upgrade; The Pilbara Tourism Association: funding for promotional and marketing collateral for the Pilbara region.

- **2019 Recreational Vessel Safety campaign:** The annual Recreational Vessel Safety campaign was launched again in June. The campaign featured ads on Spirit Radio, RedFM, and Inside Ashburton. Details shared on social media and among local marine groups as a safety reminder to all boat users. Committee members encouraged to circulate to their networks.
- **2019 Stakeholder Satisfaction Survey:** Results from the 2019 survey have been presented to the Board and Executive with PPA retaining an overall reputation in the excellent range with a TRI*M™ corporate reputation index score of 77. The key findings are as follows:
 - Majority of stakeholders understand safety is PPA's priority with a minority looking for even stricter safety controls
 - Overall environmental performance was highly rated and the team are well regarded in the community.
 - A mixed community engagement result with some stakeholders feeling engaged while others would like more consultation. It has been flagged as an area of continual improvement.
 - The Executive team are viewed as professional, experienced and knowledgeable. Harbour Masters are universally admired and always receive positive feedback
 - Increased tonnages reflect PPA's efficient operations
 - Some users would like to see more profits filtered back into the community and overall fees reduced
 - Suggestions that consultation surrounding PPA's future strategy should be more frequent with increased transparency. Also feedback with some feeling the long-term strategy is dated and lacking in desired detail.

TR thanked those who participated in the 2019 Satisfaction Survey and requested committee members update details prior to 2020 survey scheduled early in the new year.

ITEM 9 AOB

Chair opened discussion for members and attendees to raise any questions or make comment.

FB addressed the Chair regarding the lack of information provided to the community around port activity including dredging. Suggested more engagement via traditional channels including the local newspaper and letter box drops rather than providing all updates via the PPA website.

MM: I will make a note moving forward that all committee members are emailed when major projects are undertaken. Details are often confirmed at short notice, in particular with synchronised dredging campaigns, so print notices aren't always possible. We will feedback to relevant PPA staff.

FB: I'm happy to disseminate any information received but I obviously don't see everyone in Onslow. Everyone feels ownership to the town of Onslow and wants to be kept informed.

FB: can you confirm the locations of the sand replacement project?

MM: material will be removed from the western side of the MOF to eastern side towards Hooley Creek. It is being carried out under the Department of Water and Environmental Regulations (DWER) requirements in accordance with the original approvals for the port. It is based on the natural movement of sand up and down the coast with trigger levels set to keep the coastline as natural as possible.

FB: in the future can committee members be provided with an electronic copy of the presentation slides to share with community networks.

MM: happy to note as an action item to provide a PDF version of the presentation following the meetings.

Chair thanked all those in attendance and closed the meeting at 3:52pm

ITEM 10 ACTION ITEMS

Action No.	Action	Who
1	Circulate presentation slides to committee members	TR