

Ampol Kurnell Emergency Management, Community Working Group Inaugural Meeting Minutes 13 July 2022



Project	Ampol Kurnell Emergency Management, Community Working Group (CWG)	Date	13 July 2022
Venue	Ampol Fuel Terminal, 2 Solander Street, Kurnell Training Facility – SOB meeting room 7	Time	6.30pm-8:00pm
Purpose	Meeting 1 CWG		
Attendees	<p><i>Isabelle Moss, Chair (WSP)</i> <i>Lyn Atkin, resident</i> <i>Reina Gaunt, resident</i> <i>Robyn Heagney, resident</i> <i>Jeff Potauaine, resident and Illawarra/Sutherland NSW Rural Fire Service</i> <i>Rob Stanley-Jones, resident & President, Kurnell Progress and Precinct Residents' Association</i> <i>Peter Rozea, Inspector Unit Commander, NSW State Emergency Service (Cronulla Unit)</i> <i>Chris Watts, Senior Group Officer, Deputy Unit Commander, NSW State Emergency Service (Cronulla Unit)</i> <i>Craig Middleton, Supt/Commander Sutherland Shire Police Area Command</i> <i>Kelly Dale, Sutherland Shire Police Area Command</i> <i>Trent Lawrence, A/Chief/Superintendent, Fire and Rescue NSW</i> <i>David Peninton, National Operations Manager, Ampol</i> <i>Rod Rutledge, Group Process Safety and Environment Manager, Ampol</i> <i>James Farhart, Project Manager, Ampol</i> <i>Ella Burgess, CWG secretariat (WSP)</i> <i>Observer - Helen Stanley, Communications & Community Engagement Business Partner, Ampol</i></p> <p><i>Stakeholders to receive minutes/agenda:</i> <i>Leanne Mariani, Sutherland Shire Council</i></p>	Apologies	<p><i>John Gonzalez, Chief Inspector, NSW State Emergency Service</i></p> <p><i>Cr Leanne Farmer, Sutherland Shire Council</i></p> <p><i>Cameron Wade, OPO L3 District Services Coordinator, Illawarra/Sutherland NSW Rural Fire Service</i></p>

Item	Action/notes
<p>Welcome to the CWG</p> <ul style="list-style-type: none"> - The meeting commenced at 6:31pm. - The Chair welcomed all, gave an Acknowledgement of Country and noted apologies from John Gonzalez, Cameron Wade and Leanne Farmer. - David Peninton from Ampol gave an overview of the site safety procedures in case of an emergency. - The Chair outlined the agenda of the meeting. - The Chair asked each community member to introduce themselves and their connection to the local Kurnell community. - The Chair asked each of the emergency services representatives to introduce themselves and their roles. The Chair noted that each of the representatives were in attendance as observers and were not there to answer questions from the community. <p>CWG Terms of Reference/Code of Conduct</p> <ul style="list-style-type: none"> - The Chair gave an overview the Terms of Reference and the Code of Conduct. - The Chair noted that the inaugural Emergency CWG meeting is the first of a series of meetings. It is important all members are clear on the best ways to work together to reach positive outcomes for the Kurnell community. 	<ul style="list-style-type: none"> - All correspondence regarding the CWG is to go via the Secretariat at, ampolcwg@wsp.com - Secretariat to scan and send each member a copy of their signed Terms of Reference documents.

- The Chair highlighted that there are several meetings planned to encourage considered discussion and give members time to have meaningful conversations with the wider Kurnell community.
- The inaugural meeting and subsequent meetings are to focus on Emergency Management in the context of the Ampol fuel terminal at Kurnell. All questions and topics brought up during the meeting that are not on topic, will be taken on notice and addressed outside of the Emergency Management CWG.
- Meetings are planned to be held monthly until November/December 2022. If CWG members feel they have achieved all desired outcomes before November, they are welcome to bring the CWG meetings to a close.
- Meetings will be held on site at the Ampol Kurnell Terminal, for up to two hours.
- It is important for all CWG members to commit to ongoing meeting attendance.
- Observers are allowed during meetings. Please notify the Secretariat of observers who would like to attend, ampolcwg@wsp.com.
- The Chair outlined the potential process for the meeting minutes. The group agreed to an approximate two-week turn around before the meetings minutes are published on Ampol's website.

Meeting minutes will be a summary of discussions had during the meetings followed by a list of actions.

- Meeting minutes will be drafted by the CWG Secretariat over the few business days following the CWG meeting. The Chair will review the minutes before they are sent to Ampol for review of technical accuracy only. Once all changes and comments have been updated, the meeting minutes will be distributed to CWG members for comment. A weekend will be included in the timeframe for CWG members to review. Once the meeting minutes have been adopted, they will be published to Ampol's website.
- The Chair noted that if anyone from the community has any questions about the minutes or the CWG in general, the point of escalation is the Secretariat.
- The Chair noted that members of the CWG cannot speak on behalf of the CWG until the meeting minutes have been reviewed and made public. Members can express personal views but cannot speak on behalf of the CWG to mitigate misrepresentation.
- The Chair outlined the Code of Conduct.

The group agreed to the Code of Conduct.

- Acceptance Form/Declaration of pecuniary or other interests.
- Each member present in the room was asked to sign the Terms of Reference and Code of Conduct with their name, date and signature.
- **ACTION:** Ella to scan and send each member a copy of their signed Terms of Reference documents.

The Chair, Secretariat and Nivari all noted their fees as employees of WSP are paid by Ampol.

- *No other Declarations of Pecuniary Interest were made.*

Ampol introductions and overview

- David introduced himself and his role as National Operations Manager at Ampol.
- David provided an overview of the history of Ampol, who Ampol is, their community partnerships and what occurs on the Ampol site today.
- David noted that fuel received at the terminal is tested, stored and then distributed through Ampol's network.
- Dave noted that the boats attached to the mooring in the middle of the bay have a very short turn around time of about 12 hours. Approximately 150 storage and loading boats per year moor in the bay.
- David noted that most of the diesel comes from Korea and Japan, the jet fuel comes from China and the gasoline comes from India and, or Singapore.

Ampol Kurnell terminal emergency arrangements

- Rod gave an overview of the Ampol Kurnell terminal emergency arrangements.
- The Chair noted that this presentation would form the basis for future meeting topics and discussions. The Chair reminded the community CWG members that the focus of the Emergency Response CWG is improving Ampol's emergency management systems & procedures as they relate to community notification and communication.
- There are three tiers to Ampol's management of emergencies such as may occur at the Kurnell fuel terminal;
 1. Ampol Crisis Management Team – Made up of the most senior executives and supporting specialists for managing events which can impact company performance and reputation. Managing the impacts of COVID across the company is an example of when the Crisis Management Team was initiated.
 2. Emergency Management Team – Made up of managers and specialists within the fuel distribution business. Manages events which are specific to one, or more, fuel or aviation terminals and fuel distribution & supply. Responsible for events that impact the site as well as the wider community.
 3. Ampol Kurnell Terminal Emergency Response Team – made up of the Kurnell Terminal manager or his alternate (24/7), 7 onsite operators (24/7) and 3 terminal specialists and 4 maintenance coordinators (daywork only). This team are first responders to onsite emergencies and handover to, and work with, emergency service agencies upon their arrival at the terminal.

Rod gave an overview of a number of key documents that exist within Ampol to respond to emergencies. These documents are where improvements, such as may be proposed by the CWG, will be documented.

Emergency Response Plan (ERP)

- Many of the processes have been carried over from the legacy refinery operations.
- The plan outlines the emergency response arrangements in place, the structure, the people involved and training.
- The plan is a key element of providing evidence to the Government that the terminal has appropriate response processes in place.
- Rod highlighted sections within the ERP which include incident notification to the local Kurnell residential community and the means by which this is to be performed

Scenario Guidance Notes

- A significant number of scenario guides exist to describe the response strategies for particular types of emergencies that may occur at the terminal. Tank fires are an example
- The cards describe the initial response actions by Ampol personnel, hand over to the emergency services and the process for ongoing assistance.
- The cards take into consideration local community impacts and the requirements to notify emergency services. Rod highlighted sections within an example of a Scenario Guidance Note where prompts for community impacts are listed.

Pre-incident plan

- There are a large number of pre-incident plans for the terminal. These are specific to particular pieces of equipment. The Pre-incident Plan for Tank 102 is an example
- They provide detailed information to assist response to specific emergency scenarios including alarm notification, fuel isolation details, firewater & firefighting foam requirements and required equipment to combat the emergency.

Emergency Role cards

- These are essentially 'prompt' cards that provide guidance to staff members who fulfill particular emergency response roles. An example is for the Ampol Local Emergency Commander.

Onsite emergency siren

- The purpose of the siren is to notify site personnel that they are to muster, evacuate or return to work.
- When the terminal was a refinery, it was important for the large operating units on site. The design of the siren is to ensure that all people on site can hear it, no matter where they are on site. Rod acknowledged that the siren can be heard offsite but emphasised that it is not designed as a community emergency siren

Rod outlined the key learnings for Ampol's emergency arrangements from 7 April.

- Develop appropriate floodwater inundation vs release to waterway scenario guidance and pre-incident plans. Ampol did have detailed guidance in the event that hydrocarbons were released into the waterway. However, there was no guidance available for the extent of the floodwater inundation event that occurred that night. This was a key learning and a reason why certain actions were taken prior to the heavy rains occurring on 1-4 July.
- To better understand limitations & actions which Ampol has authority to execute beyond the site perimeter during an emergency.
- Improve Ampol process for timely and accurate notification of emergency information to emergency services. This includes initial notification, whilst enroute to site, upon arrival and in any EOC that emergency services may form.
- Investigate improved means of communicating to the community at the time of, and in the period following, an emergency at the terminal.

Rod gave an overview of what Ampol did differently prior to and during the recent severe weather event on 1 -4 July. This had been an opportunity to implement learning from the 7th April event;

- Pre-emptive stand up of the emergency management team occurred on Friday 1 July, ahead of predicted severe weather on the Saturday. From the Friday morning at 10am the emergency management team were established to manage potential impacts at Kurnell. This was the first time Ampol had stood up an EMT pre-emptively for a severe weather event at Kurnell. Other instances had been in response (eg 2015 tornado)
- Communication updates were provided to emergency service agencies across the period
- The Ampol EMT had established a predictive model intended with the intent to provide advanced notice of several hours of any flooding that may occur at the fuel terminal
- Communications with the Kurnell community occurred over the weekend via social media, emails and diligent monitoring of emails and phone calls.
- A community CWG member noted that these communications actions were greatly appreciated in the community and that there was a notable difference in the approach and implementation.

Discussion and future agenda items

- Community CWG member commented on how the communications process back to the community can be pulled together. There are various demographics of people within Kurnell that need to be considered. Not all are social media users
- A community CWG member noted that community evacuation plans have been considered within the Kurnell Residents' Progress Association, however nothing has ever come to fruition. It was noted by the Chair this is outside of the Emergency Response CWG's Terms of Reference.
- A CWG member noted that muster points for the community need to be considered and access routes available to people via air and water should Captain Cook Drive not be an option in the case of an emergency.
- The Chair noted that muster points beyond the perimeter of Ampol are not within the scope of this CWG.
- CWG members noted they wanted to further explore various scenarios such as bushfire etc in a future Emergency Response CWG meetings. It was noted by the Chair this is

outside of the Emergency Response CWG's Terms of Reference. Rod noted that there is a well-established structure for those scenarios that exists between emergency services and Ampol however there is opportunity to improve community knowledge of these and Ampol's interaction with the community at the time that they may occur.

- A community CWG member commented that Ampol clearly has a lot of documentation available, however a customer centred design needs to be considered. Is there an opportunity for the community to provide feedback on relative content of the documents outlined in the presentation? It is important to identify the unknown scenarios and the communication processes that will need to be developed as a result.

Wrap up

- The next meeting will on Tuesday 2 August at 6:30pm.
 - The meeting closed at 7:48pm.
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