

**CALTEX REFINERY, KURNELL  
PORT & BERTHING FACILITY UPGRADE  
COMMUNITY CONSULTATION PLAN**

Prepared for:

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October 2013

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## 1 INTRODUCTION

Caltex Refineries (NSW) Pty Ltd (Caltex) is seeking approval for the upgrade, continued operation and ongoing maintenance of its existing port and berthing facility located off Silver Beach in Botany Bay.

There are two main elements that form the proposed works; the requirement to dredge parts of the seabed associated with the above project site, and the requirement to upgrade existing elements of the berthing infrastructure.

This document presents a plan to manage community consultation during the proposed Port and Berthing Facility Upgrade.

### 1.1 Background

The existing port and berthing facility at Kurnell has been in service since 1956.

It comprises the Kurnell Wharf (a 1 km jetty structure), at the end of which are two fixed shipping berths (numbered: #1 and #2) located either side of a breasting island. The 'project site' also includes a submarine berth (sub berth), located off to the west of the fixed berths, a ship turning circle and associated approaches that interface with the main Botany Bay Shipping Channel.

The facility has been subject to few upgrades, which include the installation of new fenders (1994), the extension of the Wharf offices (2000), the installation of loading arms to service one of the fixed berths (2005) and the installation of a new launch jetty and quick release hooks (2010). Caltex has not carried out dredging at the wharf since its construction in the 1950s and at the sub berth since 1969.

The continued operation of the facility has recently been reviewed in line with the proposed closure of Kurnell Refinery in the second half of 2014, and conversion of the site to a fuel import terminal.

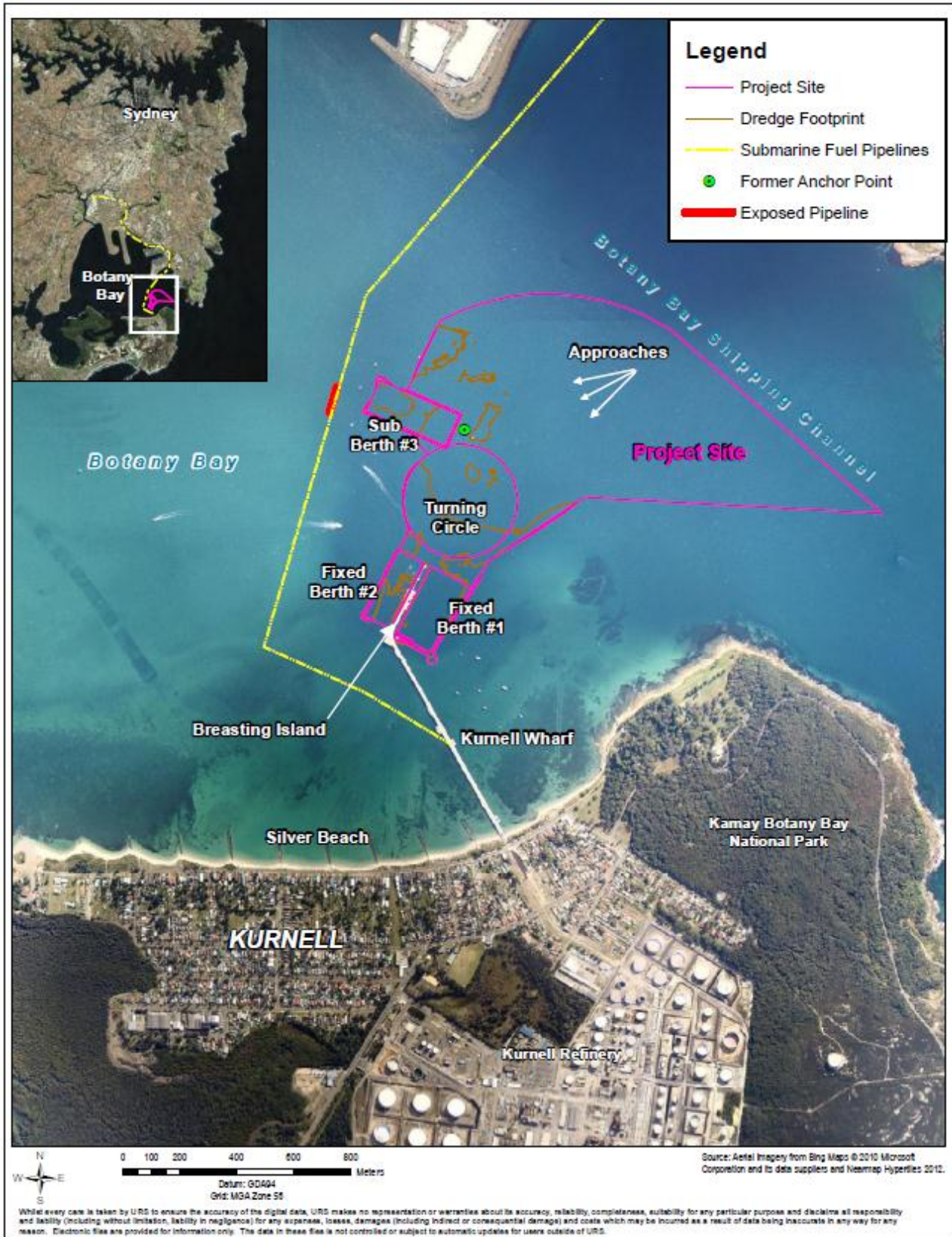
This review has confirmed that the natural build-up of sediment that has occurred over the past 40-years since dredging last took place is at risk of limiting safe access to the berths in the future. At present the configuration and design of the berths and berthing infrastructure does not comply with the latest safety design code standards introduced in 2010 by the Oil Companies International Marine Forum (OCIMF) Guidelines. Also manual loading arms remain in use at the Wharf, which are less safe than the hydraulic alternative.

The overall objective for the proposed works is to respond to these limitations and extend the operational life of the existing port and berthing facility. To achieve this Caltex is proposing to:

- dredge parts of the project site that includes two fixed berths, a sub berth, the turning circle and the approaches (the dredge footprint);
- reuse a proportion of the dredged sediment to cover two exposed sections of the submarine fuel pipelines that are located behind the sub berth, and a former anchor point at the approach to the sub berth;
- dispose of the remaining dredged material offshore;
- increase the footprint of both the fixed berths; and
- upgrade the berthing infrastructure including the construction of a sheet piled wall and rock revetment.

The area where the proposed works would take place, referred to as the project site, is shown on Figure 1-1. This figure shows the position of the three berths that are currently used, maintained and operated by Caltex along with the associated turning circle and approaches that provide access to and from the berths. The figure also shows the area of the Wharf where the berthing infrastructure would be upgraded. This section of the Wharf is referred to as the 'breasting island'.

Figure 1-1 Project site



## **1.2 Communication guidelines**

To ensure the effective engagement of community stakeholders throughout the project, the following guiding principles will be followed:

- Community stakeholders should be informed about the proposed project, and have the opportunity to provide feedback.
- Communication and information flow will be ongoing throughout the project.
- A mix of communication and consultation methods will be used to ensure effective community stakeholder engagement
- The process will be routinely evaluated and amended to meet changing community stakeholder needs and perceptions.
- Community stakeholders will be informed about how their concerns will be, or have been addressed.
- Community stakeholder consultation will be conducted in general accordance with Caltex's current stakeholder engagement practices.

## **1.3 Framework for managing community engagement**

This plan presents a framework for communication and consultation between Caltex and community stakeholders in relation to the proposed Port and Berthing Facility Upgrade project. The framework includes both targeted communication concerning project activities as well as regular community engagement through Caltex's established processes for communicating with and receiving feedback from the community.

## 2 COMMUNITY STAKEHOLDER IDENTIFICATION

Community stakeholders are individuals or groups with an interest in the proposed Port and Berthing Facility Upgrade and who can potentially impact, or be impacted by, the works.

A list of stakeholders addressed by this plan is provided in Table 2.1.

**Table 2.1 Stakeholders addressed by this plan**

Stakeholder category	Stakeholder description
Neighbours of the project site	Residents and small businesses located on Prince Charles Pde in close proximity to the refinery's wharf Residents at Alpha Farm ranger's hut in Kamay Botany Bay National Park
Kurnell community	Residents, organisations (pre-school, public school etc) and small businesses in Kurnell
Kurnell community groups	Kurnell Progress and Precinct Resident's Association
Users of Silver Beach	Recreational users of Silver Beach adjacent to the project site
Department of Primary Industries (Fisheries)	Department of Primary Industries (Fisheries) personnel working on the Ausgrid seagrass rehabilitation project
Local Council - Kurnell side of Botany Bay	Sutherland Shire Council
Local Council - Banksmeadow side of Botany Bay	City of Botany Bay Council Randwick City Council Rockdale City Council
Community - Banksmeadow side of Botany Bay	Community members and business representatives on the Banksmeadow terminal side of Botany Bay
Director General	Karen Jones, A/ Director of Infrastructure Projects Lisa Mitchell, Manager Water and Ports, Infrastructure Projects
Local Federal and State Government representatives	Scott Morrison, Federal MP for Cook Mark Speakman, State MP for Cronulla Matt Thistlewaite, Federal MP for Kingsford Smith Michael Daley, State MP for Maroubra
EPA	Craig Patterson, Senior Operations Officer, NSW Environment Protection Authority, Metropolitan Branch – Illawarra
Sydney Ports Corporation	Sydney Ports Operations Centre, Port Botany Richard Lorraine – Deputy Harbour Master rlorraine@sydneyports.com.au
Roads & Maritime Services (RMS)	Botany Bay/Port Hacking Operations Manager for RMS
Recreational/Special interest groups who undertake activities within Botany Bay close to the project site (e.g. fishing, boating, diving, kite surfing etc) and/or would like to be advised on the timing of the disposal at the offshore spoil ground.	<ul style="list-style-type: none"> <li>• Kurnell Catamaran Club</li> <li>• The Cruising Yacht Club of Australia (CYCA)</li> <li>• Sutherland Shire Sailing Club</li> <li>• Botany Bay Yacht Club</li> <li>• St Georges Motor Boat Club</li> <li>• Yarra Bay Sailing Club</li> <li>• NSW Kite Boarding Association</li> <li>• St George and Sutherland Shire Anglers Club</li> <li>• Botany Bay Game Fishing Club</li> <li>• Botany Bay Sports Fishing Club</li> <li>• NSW Advisory Council of Recreational Fishing (NSW ACoRF)</li> </ul>

Stakeholder category	Stakeholder description
	<ul style="list-style-type: none"> <li>• Recreational Fishing Alliance of NSW (RFANSW)</li> <li>• NSW Fishing Clubs Association Inc. (NSW FCA)</li> <li>• Commonwealth Fisheries Association (CFA)</li> <li>• Australian National Sportsfishing Association (NSW Branch) (ANSA)</li> <li>• Underwater Skindivers &amp; Fishermen's Association (USFA)</li> <li>• Abyss Scuba Diving, Ramsgate</li> <li>• Sydney Dive Academy, Matraville</li> <li>• Aquatic Explorers, Cronulla</li> <li>• Pro Dive, Coogee</li> <li>• Botany Bay Watch Program</li> <li>• MEC Resources (MEC)</li> <li>• Advent Energy Ltd</li> <li>• South East Trawl Fishing Industry Association (SEFTIA)</li> <li>• Australian Hydrographic Services (AHS)</li> <li>• Oyster leases near Towra Point</li> </ul>



### 3 COMMUNITY CONSULTATION

#### 3.1 Overview

Consultation with community stakeholders occurred throughout the preparation of the Environmental Impact Statement (EIS), Environmental Impact Assessment (EIA) and Sea Dumping Permit application and will continue for the duration of the upgrades to the Kurnell port and berthing facility.

Consultation will consist of both targeted communication concerning project activities as well as regular community engagement through Caltex's established processes for communicating with and receiving feedback from the community.

The intent is to ensure that stakeholders are well informed of the work to be carried out both prior to commencement and during construction.

#### 3.2 Targeted communication

Prior to commencement of construction activities key details of the project including when the work will commence, the stages of work planned, hours of work, anticipated traffic, the location and the nature of work to be carried out, access restrictions and exclusion zones within the Bay and near Silver Beach and who (phone, postal address, email address) to contact in case of concerns will be communicated via the following channels:

- A letter delivered in person, by a Community Relations team member and a Port and Berthing Facility Upgrade project team member, to neighbours of the project site. In the event that the resident is not present when the letter is delivered, a note will be left inviting the resident to contact the Community Relations team.
- A letter mailed to the other stakeholders listed in Table 2-1
- A notice in the Sutherland Shire Leader newspaper
- A notice on the Kurnell Site Conversion page of the Caltex public website

Throughout the project additional letters will be prepared and distributed to advise stakeholders about commencement of significant project activities (e.g. commencement of piling and rock revetment), activities that may have noise or traffic (e.g. bulk delivery of materials or equipment is expected) impacts and/or planned activities outside of the working hours as specified in the Environmental Impact Statement. These letters will be distributed as to the following stakeholders:

- Neighbours of the project site
- Kurnell community
- Kurnell community groups
- Department of Primary Industries (Fisheries) personnel working on the Ausgrid project
- Sutherland Shire Council
- EPA
- Sydney Ports Corporation
- Kurnell Catamaran Club

The focus of such consultation would be to provide notification on the progress of the works ahead of starting. It would also maintain regular consultation whilst providing specific notification of key project activities likely to give rise to specific community concern.

#### 3.3 Regular community engagement

For the duration of the Port and Berthing Facility Upgrade project Caltex would engage in regular community consultation using existing engagement activities including:

- **Attendance at Kurnell Progress and Precinct Resident's Association meetings.** The association meets on the first Monday of each month. Caltex's Community Relations team attends these meetings to provide relevant information and feedback to stakeholders on refinery and other relevant

Caltex activities. Progress of the work associated with the Port and Berthing Facility Upgrade will be provided at these meetings.

- **On site community briefings.** Caltex holds quarterly briefings with the community, on site at the refinery. These meetings, led by the Refinery Manager and Engineering Projects Manager, are intended to provide community stakeholders with information about the refinery's operations, projects and calls to the 24 hour Community Concerns Hotline.
- **24 Hour Community Concerns Hotline.** Use of the Refinery's 24-hour community concerns hotline (Ph: 1800 802 385), which forms part of an established community feedback process where comments and concerns are relayed back to the Refinery Manager, Community Relations team and the head of the Environmental Group; depending on their nature. All calls received to the hotline fall under an established governance process whereby they are logged, tracked and responded to. The process requires all calls received to the hotline are responded to within two hours, unless an alternative call back time is specified by the caller. The number and type of community concerns are reported on a weekly basis to management and annually to the EPA in accordance with the refinery's Environment Protection Licence. The record of all calls to the hotline includes:
  - The date and time of the complaint.
  - The method by which the complaint was made.
  - Any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect.
  - The nature of the complaint.
  - The action taken by Caltex in relation to the complaint, including any follow-up contact with the complainant.
  - If no action was taken by Caltex, the reasons why no action was taken.
- **Attendance at Port Botany Neighbourhood Liaison Group Meetings.** The Port Botany Neighbourhood Liaison Group comprises of local community members and business representatives, who meet on a quarterly basis. A representative (usually the Senior Environmental Specialist) from the Caltex Banksmeadow Terminal attends these meetings to provide relevant information and feedback to stakeholders on terminal and other relevant Caltex activities. Progress of the work associated with the Port and Berthing Facility Upgrade will be provided at these meetings.
- **Maintenance of the Kurnell Site Conversion page of the Caltex website.** A dedicated Kurnell Site Conversion page has been established on the Caltex public website. This page will be managed throughout the project including:
  - information on the current status of the project
  - a copy of the project Environmental Impact Statement, Response to Submissions, and conditions of consent (and any future modification to this consent)
  - a copy of each relevant environmental approval/consent, licence or permit required and obtained in relation to the project
  - a copy of each current strategy, plan, program or other document required under the conditions of consent
  - the outcomes of compliance tracking in accordance with the condition of consent
  - details of contact point(s) to which community complaints and enquiries may be directed, including a telephone number, a postal address and an email address.

A summary of community consultation activities, target audience, communication frequency and responsibility is presented in Table 3.1.

**Table 3-1 Summary of community consultation activities**

<b>Consultation activity</b>	<b>Target audience</b>	<b>Planned frequency</b>	<b>Person(s) responsible</b>
Letter (delivered in person) - prior to commencement of construction providing key details of the project	Neighbours of the project site	Prior to commencement of construction	<ul style="list-style-type: none"> <li>Community Relations Manager in consultation with the Port and Berthing Facility Upgrade Project Manager and Environmental Management Representative</li> </ul>
Letter (mailed) - prior to commencement of construction providing key details of the project	All stakeholders listed in Table 2-1	Prior to commencement of construction	<ul style="list-style-type: none"> <li>Community Relations team in consultation with the Port and Berthing Facility Upgrade Project Manager and Environmental Management Representative</li> </ul>
Community notice in Sutherland Shire Leader newspaper - prior to commencement of construction providing key details of the project	Local community	Prior to commencement of construction	<ul style="list-style-type: none"> <li>Community Relations team in consultation with the Port and Berthing Facility Upgrade Project Manager and Environmental Management Representative</li> </ul>
Letter (mailed) - to advise stakeholders about commencement of significant project activities (e.g. commencement of piling and rock revetment), activities that may have noise or traffic (e.g. bulk delivery of materials or equipment is expected) impacts and/or planned activities outside of the working hours as specified in the Environmental Impact Statement.	<ul style="list-style-type: none"> <li>Neighbours of the project site</li> <li>Kurnell community</li> <li>Kurnell community groups</li> <li>Department of Primary Industries (Fisheries) personnel working on Ausgrid project</li> <li>Sutherland Shire Council</li> <li>EPA</li> <li>Sydney Ports Corporation</li> <li>Kurnell Catamaran Club</li> </ul>	As needed for key stages or activities throughout the project	<ul style="list-style-type: none"> <li>Port and Berthing Facility Upgrade Environmental Management Representative to advise Community Relations Manager of key stages or activities</li> <li>Community Relations team to prepare letter and coordinate distribution</li> </ul>
Attendance at Kurnell Progress and Precinct Resident's Association meetings	Neighbours of the project site; Kurnell community; community groups	Monthly	<ul style="list-style-type: none"> <li>Community Relations team</li> </ul>
On site community briefings	Neighbours of the project site; Kurnell community; community groups	Quarterly	<ul style="list-style-type: none"> <li>Refinery Manager, Conversion Project Manager, Community Relations team and other subject matter experts as appropriate</li> </ul>
24 Hour Community Concerns Hotline (Ph: 1800 802 385)	Neighbours of the project site; Kurnell community; community groups	Caltex aims to respond to calls to the hotline within 2 hours of the call being received	<ul style="list-style-type: none"> <li>Area 1 Shift Manager, Environment Protection Superintendent, Community Relations team</li> </ul>
Attendance at Port Botany Neighbourhood Liaison	Community members and business representatives	Quarterly	<ul style="list-style-type: none"> <li>Senior Environmental Specialist (Banksmeadow Terminal), other subject</li> </ul>

Group meetings	Banksmeadow side of Botany Bay		matter experts as appropriate
Maintenance of the Kurnell Site Conversion page of the Caltex public website	All stakeholders	Throughout project	<ul style="list-style-type: none"> <li>Community Relations team in consultation with the Port and Berthing Facility Upgrade Project Manager and Environmental Management Representative</li> </ul>

#### 4.0 Incident Management

Caltex will continue to implement its existing incident management procedures, including for response to, investigation and reporting of incidents.

A comprehensive Emergency Management System is currently implemented at the Kurnell Refinery, with associated response and safety equipment held on site. Key personnel are trained to support the implementation of the system. Regular training exercises are carried out by Caltex.

In the event of an incident relevant parts of the Caltex Kurnell Refinery Emergency Response Plan would be implemented including notification of stakeholders. The Pollution Incident Response Plan, in accordance with NSW EPA requirement, is located on Caltex internet site.

Further details on incident management and the list of stakeholders to be notified in the event of an environmental incident are outlined in the project's Construction Environmental Management Plan.

#### 5.0 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Kurnell Refinery Pollution Incident Response Management Plan could be found in the internet. The web address is below:

[http://www.caltex.com.au/CommunityAndEnvironment/Documents/Kurnell\\_Refinery\\_PIRMP.pdf](http://www.caltex.com.au/CommunityAndEnvironment/Documents/Kurnell_Refinery_PIRMP.pdf)