
**Minutes of meeting held at the Integrated Marine Operations Centre,
The Esplanade, Port Hedland
Thursday 28 March 2019**

ITEM 1 WELCOME AND INTRODUCTION OF MEMBERS

The Chair welcomed all present and declared the meeting open at 4pm. The Chair greeted new members and asked all those present to introduce themselves.

The minutes of the PHCCC Meeting of 22 November 2018 were accepted by all members.

ITEM 2 RECORD OF ATTENDANCE/APOLOGIES

Present

Chair and General Manager Operations

John Finch (JF)

PPA Staff

Port Hedland Harbour Master

Myron Fernandes (MF) (guest)

Director Corporate and Government Affairs

Richard Barrett (RB)

Senior Environment Advisor

Derek Walker (DW) (proxy)

Communications Officer

Lizzy Hyde (LH)

Committee Members

Care for Hedland Association

Jo Smith (JS)

East Pilbara Police

Craig Parkin (CP)

Hedland Collective

Angela Rooney (AR)

North Regional TAFE

Joel Schreiber (JSc)

PHCCI

Peter Carter (PC)

Port Hedland Historical Society

Arnold Carter (AC)

Port Hedland International Airport

Rod Evans (RE)

Port Hedland Progress Association

Jim Henneberry (JH)

Port Hedland Ratepayers Association

Roger Higgins (RH)

Port Hedland Seafarers Association

Chris Towsey (CT)

RDA Pilbara

Diane Pentz (DPz)

South Hedland Business Association

Gloria Jacob (GJ)

South Hedland Business Association

Caine Otley (CO)

Community Member

David McGowan (DM)

Apologies

PPA's Environment and Heritage Manager

Dan Pedersen (DP)

Town of Port Hedland

David Pentz

Town of Port Hedland

Camilo Blanco

Town of Port Hedland

George Daccache

Town of Port Hedland

Telona Pitt

Community Member

Gary Silcock

Absentees

Community Member

Bill Dziombak

ITEM 3 ACTION ITEMS

NIL

ITEM 4 TERMS OF REFERENCE

General Manager Operations, John Finch addressed the PHCCC Terms of Reference (ToR)

- ToR available in hard copy and to be distributed via email with the minutes.
- In line with requirements of the PHCCC, PPA expects interactions to remain positive and attendance levels to be high. Membership does not give PHCCC members the right to speak on behalf of PPA.

ACTION: Distribute ToR with minutes

ITEM 5 OPERATIONS UPDATE

General Manager Operations, John Finch
JF presented the following topics:

- **Safety Update:** PPA's 12 month rolling LTIFR (Lost Time Injury Frequency Rate) is sitting at 2.36 against a 2018/19 target of 1.55. When compared with other ports and heavy industry PPA are tracking relatively low, with other ports averaging an LTIFR between 4-6, and heavy industry an LTIFR between 7-9.
- **Monthly port statistics:** Monthly throughput over the past three months has varied slightly compared with previous years. December throughput was 46.3 million tonnes, a decrease of 2% from 2017; January throughput was 42.2 million tonnes, up 1% from 2018; and February throughput was 39.4 million tonnes which is on par with 2018.
- **Year to date port statistics:** The Port of Port Hedland's year to date throughput for February represents a decrease of less than 1% when compared with the same period last year. These figures are slightly under forecast, largely due to a train derailment. While PPA is working hard to recoup the reduction, the timing of Tropical Cyclone Veronica has challenged those efforts.
- **Cyclone Season update:** Tropical Cyclone (TC) Riley formed off the WA coast in January 2018, passing well north of the Pilbara Coast with no impact on port infrastructure. The port remained operational throughout, with some minor scheduling adjustments required due to thunderstorm activity. A summary of TC Veronica will be reported on in the next quarter and presented at the coming PHCCC.
- **Marine Incidents:** The 12-month summary to the end of December 2018 shows main engine slow down and failure as the key issues, with an average of one incident per week. Of note is the 2020 IMO fuel sulphur regulations, which will limit the sulphur content of bunker fuel. There is already an issue with supply constraints and vessels without appropriate scrubbers may move to diesel.
- One major marine event occurred in the last quarter, in which MV Mount Hermon drifted north whilst departing anchorage B11 and made contact with MV Erato. Mount Hermon

sustained damage to its no. 3 starboard topside ballast tank and after inspection was cleared to sail to a shipyard in China for repairs. Erato was issued a Condition of Class to undertake repairs to its port anchor at its next dry dock.

- **Second towage operator, Pilbara Marine:** PPA's Port Hedland Harbor Master and representatives from Pilbara Marine travelled to Vietnam for tug acceptance trials and a naming ceremony for the new fleet of tugs. Tug pen infrastructure behind Anderson Point is set to receive practical completion in the first week of April, with tugs expected to arrive mid-April. Training to get tug operators and crew up to standards will be held throughout April, May and June with the service forecast to commence on 1 July 2019.
- **New Helicopter:** The new marine pilot helicopter, H135P3, has integrated without issue since its arrival in Port Hedland in February 2019. All training and inductions are complete. It is the latest series machine and a huge step-up from the previous model in terms of safety and performance.
- **Marine Cadetship update:** Port Hedland marine cadet, Kyal Randazzo, joined PPA in 2018. He undertook an initial period of work at the port and has since completed two round trips to China on the May Oldendorff. The cadetship provides him with a placement with Oldendorff Carriers and a mentor (Port Hedland Deputy Harbour Master). Kyal is enjoying himself and remains in contact with the team while at sea. As of this week Ben Hobart has commenced as PPA's Dampier based marine cadet. He is currently completing inductions and will then attend TAFE in Fremantle before working with port operations and then go out to sea.

Questions:

RH: (in relation to YTD port statistics) Is PPA concerned about Utah throughput?

JF: Not overly. Iron ore prices are currently high and very viable for the junior miners who utilise the facility. Lithium throughput came in lower than expected due to exporters beneficiating the product locally, resulting in lower volumes of a higher grade product.

RH: Are iron ore shipments up or down?

JF: Mostly stable, currently sitting around 13 or 14 bulk vessels per month.

RH: Is the helicopter upgrade a result of the fatality in March 2018?

JF: Yes and no. PPA conducted a full review post-accident, the Board and Executive Committee approved the replacement, recognising that the benefits of this new machine are worth the increased cost.

RH: Is the helicopter port owned?

JF: PPA does not own the asset, it is owned by the operator.

AC: Is there a stretcher in the helicopter?

JF: As it's not our primary purpose, no. Each helicopter has specific capabilities.

CP: Are emergency services able to use the new helicopter for emergency incidents?

JF: While its primary purpose is to transport Marine Pilots, the helicopter is regarded as an 'asset of opportunity'. This allows emergency response to access it in a significant event. This has occurred in the past and PPA are happy to assist if formally requested within appropriate channels.

AC: Are the Marine Cadets under contract with PPA, and what's the timeline?

JF: No, the cadet's study is funded by PPA as a bursary arrangement and they are employed by Oldendorff during seagoing periods. It's a 3-year cadetship.

ITEM 6 PROJECTS AND SPECIAL ISSUES UPDATE

General Manager Operations, John Finch

JF presented the following topics:

- **Lumsden Point:** Lumsden Point comprises 140ha of land with direct access to Great Northern Highway and deep water Port access. Phase 1 dredging was complete 24 December, creating a visible footprint at low tide. The Request for Proposals are currently being shortlisted, with an announcement expected in June / July. The operator will then go through the process of developing berths.
- **IMOC update:** Practical Completion achieved 06 December 2018. Operations departments have already transitioned into the building, including Marine Operations, Landside, Dredging and Security. Acceptance testing on technical equipment is currently being conducted. VTS training was completed in March with the official opening currently scheduled for late April. Once everything is running smoothly in the IMOC the existing Shipping Tower will be deconstructed.
RB: The board will decide on the method of deconstruction, ideally it will stay intact for the IMOC opening and then come down in May.
- **Channel Marker Replacement Program (CMRP)** – Another great example of a PIR success story. This project was substantially completed ahead of time and below budget, on 20 March. Three land based, and 35 marine based, navigational aids have been replaced, with no impact to shipping operations. One additional structure at E3 will be completed over the weekend. The marine aids are 2m higher than the previous structures to meet new storm surge levels.
- **Channel Risk Optimisation Project (CROP)** – Stage 2 Phase 2 is set to commence 01 April 2019. The dredging spread departed Singapore 23 March and is expected to arrive in Port Hedland 30 March. The vessel will remove harder materials to deepen the outer channel, expected completion by July 2019. Once CROP works are complete the dredge will move onto Broome to complete dredging to facilitate larger cruise ships for Kimberley Ports Authority.
- **Berth 3 Deck Replacement:** PPA went to market with a construct only tender following the original tenderer, York Civil, going into receivership in late 2018. Total AMS commenced works in January, with expected completion by October 2019. The project has been running extremely well, with 50% of the deck completed in the first eight weeks. The project is working on an eight week construction, eight week operations schedule, and was handed back to Dampier Salt on 18 March 2019 for salt exports. The berth will be handed back to PPA in May 2019 for the next construction phase.

Questions:

AC: Are PPA concerned about development at Lumsden Point following the recent dust report?

JF: This development provides an opportunity to relocate various cargo – such as scrap metal, ammonium nitrate and livestock – to a strategic location. It is up to the operator to decide how the area is developed and to monitor and report on operations as required. The Port Hedland Land Use Master Plan has identified AP6 as a fuel tanker berth.

DM: Will Lumsden decrease throughput at existing berths.

JF: That depends entirely on future demand.

DM: Is there any reason the Minister didn't market Lumsden during a recent visit to Dampier?

JF: That particular visit was focused on Dampier opportunities.

RH: Is the intention to lease or sell the Lumsden facility?

JF: It will be a long-term lease.

RH: Will dredging at the Port of Broome reduce the number of cruise ships calling Port Hedland?

JF: No, PPA already has one cruise ship booked for February 2020.

JH: Is there a diagram that shows the CROP works?

JF: Yes, this will be circulated with the minutes.

ACTION: Circulate CROP diagram with minutes

ITEM 7 ENVIRONMENT AND HERITAGE UPDATE

*Senior Environment Advisor, Derek Walker
DW discussed the following topics:*

- **SWASP and Golden Gecko – Following the Golden Gecko received in late 2018:** WA port authorities and Department of Primary Industries and Regional Development (DPIRD) received an Australian Biosecurity Award in Canberra on 5 March 2019 for the collaborative State-Wide Array Surveillance Program (SWASP). These awards recognise industry and government organisations, teams and individuals that have delivered significant outcomes for Australia's biosecurity system. The SWASP takes samples of marine growth from settlement arrays deployed at ports across WA, extracts their DNA and compares them against a reference library of DNA from known marine pest species. A match indicates the potential presence of that species. This program has a network of 11 port locations spanning 11,000km of WA coastline. Arrays have been deployed at port locations for the summer soak period.
- **CROP dredging:** To support Stage 2 CROP cutter suction dredging works, PPA's Environment team have implemented an independent water quality program to monitor the extent and magnitude of sediment plumes during dredging and sea dumping. This monitoring program includes daily dredge plume monitoring from MODIS satellite imagery, supplemented by data from four on site water quality loggers measuring turbidity and light at sensitive receptor/coral sites. Results from the first two rounds show no adverse effects at the receptor sites.

- **Annual Marine Sediment Sampling to support Maintenance Dredging:** The Port of Port Hedland currently operates under a five year Sea Dumping Permit, issued for the period July 2018 – July 2023. This Permit requires a long-term dredge management plan, and an Annual Sampling and Analysis Plan (ASAP). The ASAP is an unbiased sampling program that targets all dredging areas, including newly developed areas. It also includes spoil ground assessments. Implementing the ASAP is a large parcel of work, requiring PPA to take over 200 sediment samples for chemical analysis within the inner harbour, berth pocket and shipping channel over a five year period. Previous testing has shown clean sediment suitable for off shore disposal.
- **Channel Marker Replacement Project:** Practical Completion for the CMRP was achieved on 20 March 2019. As part of the project PPA's Environment team undertook inspections for compliance against the Environmental Protection and Biodiversity Conservation Act approval conditions. The main conditions relate to protection and management of marine fauna. PPA are pleased to report that there were no environmental non-compliances identified throughout the project. Another key component of this project was to preserve and protect the osprey nests located on channel markers. The birds build their nests on the markers around the lights, seeking out the highest point. During replacements and upgrades PPA have built and installed two nesting platforms above the lights, allowing them to continue nesting without impacting the operation of the lights. The additional two nesting platforms installed during this project brings the total of PPA installed nesting platforms within the port to five.
- **TACC (Technical Advisory and Consultative Committee) –** The TACC is held twice a year at each PPA port. The latest Port Hedland meeting was held in December 2018 and provided an update on marine operations, dredging, CROP environmental monitoring and the sea dumping permit at stingray creek. The next meeting will be held in April 2019.

Questions:

CT: Was there much sand movement at the spoil bank due to TC Veronica?

DW: It is likely there has been some sand movement, but we don't know the full extent.

ITEM 8 COMMUNITY UPDATE

*Director Corporate and Government Affairs, Richard Barrett
RB discussed the following topics:*

- **ToPH – PPA Partnership:** As part of the Community Support Initiative (CSI), PPA enters into an annual sponsorship agreement with the ToPH. Some examples of the initiatives PPA sponsored in 2018/19 include; the Twilight Outdoor Movie Series, Australia Day, North West Festival, Welcome to Hedland, Spinifex Spree Carnival and the SLAM Basketball Program. PPA are currently in the process of renewing the annual funding agreement, with a focus on youth and community engagement.

- **CSI Update:** Recent recipients of the CSI program include: St John Ambulance to purchase a new mobile BBQ trailer, North Pilbara Football League for Matchball Sponsorship, Pilbara Mud Run for event sponsorship, and Bronze sponsorship of the PHCCI Business of the Year Awards.
- **2019 Stakeholder Satisfaction Survey:** In early 2019 PPA conducted its fifth annual Stakeholder Satisfaction Survey. As in previous years, it was facilitated by Kantar TNS. 2019 saw 164 people interviewed, including port users, service providers, local and state government representatives and community organisations. PPA use the survey data to develop a strategic survey action plan. These plans have been a key focus for the organisation over the past few years, working hard to address areas of improvement.
- Results from the recent survey have been presented to the Board, and PPA are pleased to retain an overall reputation in the excellent range. The key findings are as follows;
 - Majority of stakeholders clearly understand that safety is the priority of PPA
 - Overall environmental performance rated well – PPA’s Environmental team is well-regarded and good feedback was received for PPA’s environmental procedures and controls (e.g. marine pests)
 - The executive team are seen to be professional, very experienced and knowledgeable. Harbour Masters and John Finch universally admired
 - Increased tonnages reflect PPA’s efficient operations
 - In Port Hedland, the new IMOC is frequently mentioned in a positive light in terms of technological advancement.

Also of note is this years’ Community score; 10 points higher than last year and the highest category score recorded in the last five years. RB thanked all who participated, CCC Members will receive a letter in the coming weeks with high-level results.

- **IMOC official opening:** This is an invite only event to formally thank all PIR contributors. Save the Date emails have been sent to all CCC members, formal invitation to follow.

ITEM 9 OTHER BUSINESS

Chair asked members if there were any other questions or matters they wish to raise.

JS: Can CCC Members send a proxy to the IMOC Launch?

RB: If you give us plenty of notice we will consider extending the invite to proxies as appropriate.

DM: Four wheel drives are trafficking the beach area between Finucane Island and Hunt Point. Can PPA place signage up to prevent environmental damage?

JF: This is public access private road. We will have to take this on notice and gather input from the relevant department.

JSc: Thanked the organisation for the focus on local employment and industry.

JF: PPA has been engaging in the State Government's Western Australian Industry Participation Strategy (WAIPS). Berth 3 Deck Replacement Project is a WAIPS pilot program.

JSc: Queried who holds insurance and covers the cost should a vessel leak oil at the port.

JF: It is a requirement for all vessels over 400GT to have a Certificate of Currency and the appropriate insurances before they can call at any Australian port. AMSA also do regular vessel inspections. In the event of an oil spill, the polluter pays.

GJ: Pilbara TAFE are working with FMG on running mining courses. Is it identified in PPA's strategic plan to run maritime courses locally?

JF: While PPA's Strategic Plan has identified education linkages, the demand is unfortunately too low. Even Challenger TAFE in Fremantle, where we send our Marine Cadets, is struggling. If the opportunity arises we are happy to work with the local TAFE.

AR: Noted that there will be a Care for Hedland clean up at Cemetery Beach on Saturday 30 March from 7 – 9am.

JH: Can a meeting be arranged for PPA's environment team to discuss dust with the Port Hedland Progress Association?

JF: Noted that PPA are not the regulatory or governing body on the issue. We only oversee our own sites, which account for 5% of annual throughput.

RH: Does PPA house employees within the dust control zone, and is there a policy in place to remove people from the area?

JF: We have employees housed across South and Port Hedland. There is no plan to relocate.

RH: Is there any reason behind the recent resignation of PPA's Chairman?

JF: Ken Petit resigned from the Board on 15 March after 7.5 years with PPA. Ken was a pleasure to work and it was for personal reasons that he resigned.

RB: Les Longden is acting Chairman, until the Minister for Ports appoints a new Chairman.

ACTION: Report on 4WD beach access at Finucane Island

ITEM 11 ACTION ITEMS

Action No.	Action	Who
1	Distribute ToR with minutes	LH
2	Circulate CROP diagram with minutes	LH
3	Report on 4WD access at Finucane Island	DP

Date of next meeting: Wednesday 31 July 2019

Close of meeting: 5.19pm

TERMS OF REFERENCE

1. Purpose

To establish Pilbara Ports Authority's (PPA) Port of Port Hedland Community Consultation Committee (PHCCC) in accordance with section 14A of the *Port Authorities Act 1999 (WA)*.

2. Scope

The PHCCC scope is to:

- a) Promote and facilitate two-way communication.
- b) Share information and consult with the community and members of the public who are interested or may be affected by port operations.
- c) Include representation from the Town of Port Hedland.

It is important to note, that the PHCCC is not a decision-making committee, and the role of the PHCCC is not to direct or govern the strategic or operational decisions of the PPA Board or Executive. However, the input and feedback of the PHCCC membership will be considered by PPA's Board and Executive as appropriate.

Examples of topics that might be covered on a typical PHCCC agenda include updates on marine operations, environment, community initiatives and sponsorships and special projects as relevant. Topics of a commercial nature and the business of PPA proponents are not within the scope of the PHCCC.

3. Membership

Membership will be pursued by an initial courtesy contact to relevant local community, interest and business groups in consultation with the Town of Port Hedland. This will be followed by a public Expression of Interest process (supported by a local press advertisement) to ensure a broad cross-section of the community and interested parties are included.

The committee will have a maximum of 25 members, and will include representatives from PPA, Town of Port Hedland, relevant local community, interest and business groups, local community members and other Government departments as required.

The membership of the PHCCC will include the following PPA representatives:

- General Manager Operations (Chairperson)
- Environment and Heritage Manager
- Director Corporate and Government Affairs
- Community Relations Advisor

To ensure that a cross section of community/organisations participate in the CCC, community representatives will be selected as follows:

- a) A call for nominations for positions will be issued in January of each year
- b) Existing members wishing to remain on the Committee from one year to the next will be eligible to re-nominate
- c) New members will be chosen by a selection committee consisting of the PPA representatives on the PHCCC
- d) Membership candidates will be assessed to ensure no conflicts of interest with PPA exists. Members remain responsible at all times to declare actual or potential conflicts of interest during their tenure on the PHCCC
- e) Terms of one year and two years will be allotted initially via a draw on names. Thereafter, committee members will be elected for a two year terms
- f) Membership of the CCC will be ratified in writing by the Chairperson
- g) A Town of Port Hedland representative and potentially broader local government representation will be invited and encouraged to sit on the PHCCC

Conditions of Membership are as follows:

- Members formally agree that they do not have authority to speak, represent, or go on the public record on behalf of the PHCCC and that authority lies entirely with PPA's Board or its delegate (this does not preclude the Members' rights as a citizen or sector they may represent at the PHCCC)
- Members agree to abide by PPA Code of Ethics and Conduct when onsite and/or when in attendance or representing in the capacity as a member of the PHCCC
- Member may be removed/asked to resign, by PPA's CEO or PHCCC Chairperson, if the member's public or private action/s reflect negatively on the PPA and PHCCC

The Chairperson may invite other persons to attend meetings as considered appropriate for matters under discussion, e.g. senior PPA subject matter experts, external subject matter experts, project proponents, consultants and representatives from other Government agencies.

4. Chairperson

The PPA Executive has appointed the General Manager Operations as Chairperson of the PHCCC. This position will be reviewed by PPA's CEO on an annual basis and reappointment of this position will be at their discretion.

5. Meetings

Meetings shall be held approximately every four months (i.e. three meetings per annum) and PPA will be responsible for organising the meeting venue and providing secretariat services.

6. Attendance

Attendance of a meeting may be in person or via suitable electronic means. Meeting attendance, including apologies, will be noted in the minutes of each meeting. A proxy member may also be nominated to attend on behalf of a Member to maintain representation.

It is expected that members (not their proxy) should attend at least two of the three meetings per calendar year. Members who fail to attend at least two meetings in a calendar year may have their membership revoked.

7. Agenda

The PHCCC Chairperson or authorised delegate will nominate a date, time and location for the meeting with at least one month's notice. The Chairperson will also collate agenda items and circulate an agenda one week prior to the meeting. Where (or if) an agenda item cannot be addressed sufficiently in the time leading up to the proposed meeting date, it will be the Chairperson's responsibility to ensure the item is carried over and addressed in either a subsequent meeting or through appropriate correspondence.

8. Minutes

Minutes will be taken on behalf of the Chairperson and circulated to all stakeholders within two weeks of a meeting occurrence. PPA will be responsible for retaining meeting minutes and circulating copies of the minutes to PHCCC members and stakeholders along with publishing on PPA's website.

9. Out of Session Items

Where an issue of importance arises out of session that cannot be dealt with at a meeting, but does not require calling an additional meeting, the Chairperson may circulate material out of session.

10. Review of Terms of Reference

A review of these Terms of Reference will be undertaken one year after inception and then every third year, or as required. Administrative changes will be made as necessary by PPA.

