Pipeline Consultation Plan
Proposed Melbourne Jet Pipeline

Document Control

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Table of contents

Document Control **1**

Abbreviations **4**

Definitions **4**

1. Introduction **6**
1.1 Overview 6
1.2 About Viva Energy 6
1.3 The Project 6
1.4 Proposed pipeline route 7
1.5 Project considerations 7

2. Purpose of this consultation plan **10**

3. Consultation approach **11**
3.1 Consultation principles 11
3.1.1 Communication 11
3.1.2 Transparency 11
3.1.3 Collaboration 12
3.1.4 Inclusiveness 12
3.1.5 Integrity 12
3.2 Consultation methods 12
3.2.1 Meetings 12
3.2.2 Written communications 13
3.2.3 Webpage 13
3.2.4 Phone and email 13
3.2.5 Public display of regulatory documentation 13

4. Stakeholders **14**
4.1 Landowners and occupiers 14
4.2 Public landowners and occupiers 14
4.3 Commonwealth land 14
4.4 Crown land 14
4.5 Government departments and agencies 14
4.6 Indigenous groups 15
4.7 Infrastructure owners and operators (assets and utilities) 15
4.8 Other groups 16

5. Project timeline and consultation process **17**
5.1 Project and consultation timeline 17

6. Information for landowners and occupiers **19**
6.1 Communication materials 19
6.2 *Pipelines Act 2005* (the Act) and *Pipelines Regulations 2017* (the Regulations) notifications 19
6.2.1 Notice of Intention to Enter Land for Survey 19
6.2.2 Notice of Pipeline Corridor 19
6.2.3 Notice of Pipeline Licence Application 20
6.3 Agreements with landowners 20
6.4 Summary of notices and associated timing 20

7. Management of potential impacts **23**

7.1 Property Management Plan 23
7.2 Cultural Heritage Management Plan 23
7.3 HDD Management Plan 23
7.4 Construction Environmental Management Plan 23
7.5 Construction Safety Management Plan 24
7.6 Operations Environmental Management Plan 24
7.7 Operations Safety Management Plan 24

8. Information and records management 25
8.1 Privacy and use of confidential information 25
8.2 Statutory Reporting 25

9. Communications – feedback and updates 26
9.1 Communications feedback 26
9.1.1 Feedback process 26
9.1.2 Feedback timing 26
9.1.3 Issues management 27
9.2 Project updates 27

10. Pipeline construction and land rehabilitation 28
10.1 Survey activities 28
10.2 Construction activities 28
10.3 Pipeline operations and land remediation 29

11. Further information 30
11.1 Contact details 30
11.2 Supporting pipeline information 30

12. Appendices 32
Appendix 1: Checklist of requirements for a consultation plan 33
Appendix 2: Sample of Notice of Intention to Enter Land for Survey 35
Appendix 3: Sample Draft Notice of Pipeline Corridor 37
Appendix 4: Survey Activities 38
Appendix 5: Potentially applicable legislation 40
Appendix 6: Fact sheets 41
Appendix 7: Sample consultation and issues register – NOT actual data 48

List of tables

Table 1: Key interactions between Viva Energy and landowners and occupiers 17

Table 2: Summary of regulatory notices and associated timings for pipeline approval 21

List of figures

Figure 1: Proposed pipeline alignment 9

Abbreviations

Abbreviation	Description
APAM	Australia Pacific Airports (Melbourne) Pty Ltd
APGA	Australian Pipelines and Gas Association
DELWP	Department of Environment, Land, Water and Planning
ESV	Energy Safe Victoria
HDD	Horizontal Directional Drilling
HSE	Health, Safety and Environment
IAP2	International Association for Public Participation
JUHI	Joint User Hydrant Installation
ROW	Right of Way
SMS	Safety Management Study

Definitions

Word/term	Definition
AS/NZS 2885	Australian and New Zealand Standard for Pipelines - Gas and liquid petroleum This standard specifies requirements for design and construction of onshore carbon and carbon-manganese steel pipeline systems that are used to transport single- and multi-phase hydrocarbon fluids, such as natural and manufactured gas, liquefied petroleum gas, natural gasoline, crude oil, natural gas liquids and liquid petroleum products.
Crown Land	Ungranted land of the Crown and therefore still managed by the Federal or State Government (management delegated to various Departments)
Easement	The area of private land directly affected by the pipeline route, with rights to be granted to Viva Energy by landowners for pipeline installation and operation and registered on title
Horizontal Directional Drilling (HDD)	A trenchless construction technique, used in pipeline construction when routine trenching techniques are not suited to certain conditions, such as crossing under watercourses, environmentally sensitive areas, or some public areas
Joint User Hydrant Installation (JUHI)	Fuel storage and distribution facility located at Melbourne Airport
Landowners	The owner of the land as per the registered title
Near-neighbours	Refers to all nearby residents adjacent to the project area
Occupier	A lessee or licensee of land who is occupying the land but is not the landowner

Pipeline corridor	A pipeline corridor is a corridor of land within which a pipeline is proposed to be constructed under the Pipelines Act 2005. The final route of the proposed pipeline within the corridor is subject to consultation and approval under the Pipelines Act 2005.
Private land	Freehold land that is owned by an individual or other private entity
Proponent	The entity who is applying for a licence to construct and operate a pipeline
Public land	Freehold land that is owned and managed by a public authority e.g. Melbourne Water
Right of Way (ROW)	The corridor of land over which a pipeline proponent has been granted access rights for pipeline construction
Safety Management Study (SMS)	A study that applies the safety principles to the design, construction and operation of a licensed pipeline (as per AS/NZS 2885).
Stakeholder	A person who may be affected by the Project
Somerton Pipeline	Altona to Somerton Pipeline (Licence PL118)
The Act	Pipelines Act 2005 (Vic)
The Regulations	Pipelines Regulations 2017 (Vic)
Tullamarine Pipeline	Somerton to Tullamarine Pipeline (Licence PL119)

1. Introduction

1.1 Overview

Viva Energy Australia (Viva Energy) is proposing to construct and operate a new jet fuel pipeline near Melbourne Airport to support the airport's growing fuel needs over the next 20-30 years. The proposed pipeline would directly connect the existing Altona to Somerton pipeline with the Melbourne Airport jet fuel storage infrastructure. The main benefits of the project include faster replenishment of fuel stocks, increased supply chain efficiency and robustness, and a reduction in the number of truck deliveries.

The project is subject to relevant approvals including from the Viva Energy board.

1.2 About Viva Energy

Viva Energy is one of Australia's leading energy companies and supplies approximately a quarter of Australia's liquid fuel requirements. It is the exclusive supplier of Shell fuels and lubricants in Australia through an extensive network of more than 1,250 service stations across the country. Viva Energy is also a leading provider of aviation fuels in Australia and in Melbourne, is one of four major suppliers of fuel to Melbourne Airport and the sole supplier to Avalon Airport.

The company owns and operates the Geelong Refinery, as well as bulk fuels, aviation, bitumen, marine, chemicals and lubricants businesses supported by more than 20 terminals and 50 airports and airfields across the country. Viva Energy also owns, operates and maintains a number of licensed pipelines in Victoria that transport either crude oil or refined petroleum products such as diesel, LPG, petrol and aviation (Jet) fuel.

Viva Energy is the proponent of the proposed jet fuel pipeline project to Melbourne Airport, namely the Melbourne Jet Pipeline (the Project).

1.3 The Project

Melbourne Airport is Australia's second largest airport with annual passenger numbers expected to almost double by 2038 – increasing from 35 million to more than 67 million per annum[1]. Consequently, the requirement for jet fuel is expected to increase significantly, and future demand will exceed the capacity of existing fuel supply infrastructure.

Jet fuel is mainly supplied to the airport through a 44km pipeline system that connects fuel terminals in Melbourne with the airport storage and refuelling facilities. An 11km section of the pipeline system (known as the Tullamarine Pipeline) is smaller than the rest of the system and creates a 'bottleneck' in the supply chain. The larger section of the pipeline (known as the Somerton Pipeline) is more than double the size and can transfer significantly more fuel.

The Project proposes to construct a new pipeline to directly connect the larger section of the pipeline system to the existing refuelling facilities at the airport (known as the Melbourne Airport Joint User Hydrant Installation, or 'JUHI').

The 350mm diameter pipeline would commence at a section of the Somerton Pipeline located south of the M80 Western Ring Road (near the Airport Drive exit) and link into the existing Melbourne Airport JUHI facility (located at Marker Rd, Tullamarine). The majority of the proposed pipeline (~7km)

[1] *Melbourne Airport Master Plan 2018 - Australian Pacific Airports (Melbourne) Pty Ltd.*

would be buried at least 1m underground, except for some sections where the pipeline would interface with other pipelines or JUHI infrastructure.

1.4 Proposed pipeline route

A series of preliminary investigations have been undertaken to select the proposed pipeline route or 'pipeline alignment' (the mapped route is included as Figure 1). The exact alignment is not finalised and will be developed further through consultation with landowners, occupiers and other stakeholders who may be impacted by the Project.

The pipeline route mainly traverses land associated with the services and commercial developments supporting Melbourne Airport. The area also intersects with major road and rail transport networks, noting that the pipeline is intended to run underneath the Western Ring Road (M80) and the Tullamarine Freeway (M2).

Several options for the pipeline route have been considered, taking into account considerations related to both construction activities and ongoing pipeline operations. This included preliminary assessments of:

- Public and worker safety
- 'Separation distance' from high density residential areas
- Environmental and cultural heritage sensitivities
- Land use and number of potentially affected landowners
- Planning zones and land classification
- Current and future developments
- Business and trader considerations
- Interference to transport flow (traffic management considerations)
- Terrain complexity
- Pipeline length
- Accessibility for construction and future operations

The final design and selection of the proposed pipeline route will be informed through further assessments, consideration of consultative feedback, and the output of land survey activities performed during the consultation and approval processes. The initial engagements and survey activities are planned to commence in 2019 to support possible licencing and construction phases in 2020/2021 (subject to relevant approvals).

1.5 Project considerations

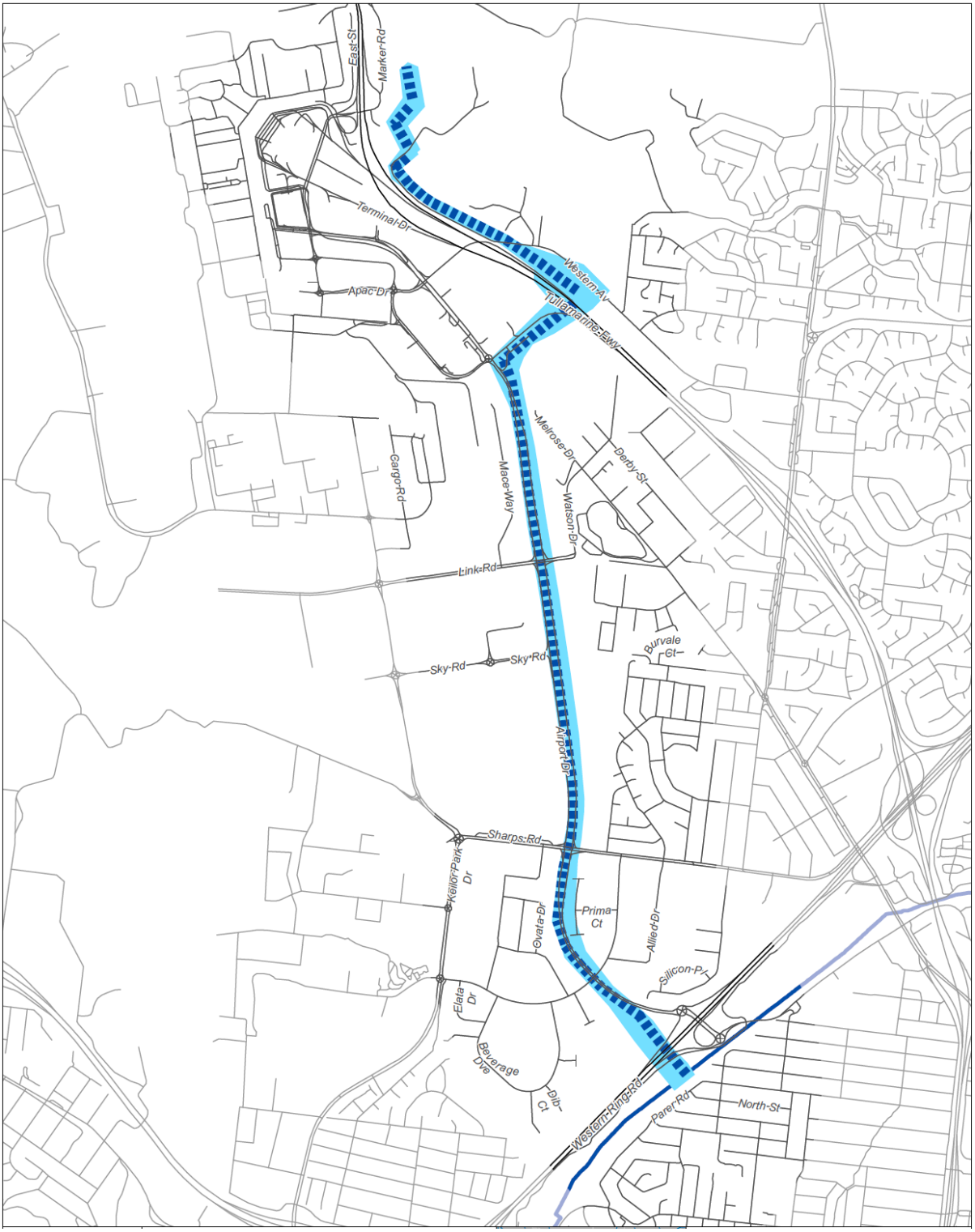
There are a number of key environmental, social and economic considerations associated with the project including:

- **Fuel supply:** The proposed pipeline will help meet the increasing demand for jet fuel supply and support future growth at Melbourne Airport, which is a major contributor to the Victorian economy.
- **Economic investment:** Investment in jet fuel pipeline infrastructure will provide increased security of supply for jet fuel to Melbourne Airport and support tourism and freight

movements in/out of the state. Tourism alone contributes $25 billion to the Victorian economy each year (source: Business Victoria, Victorian Government).

- **Impact to community:** Thorough consultation in relation to the proposed pipeline will be undertaken in a timely and transparent way with community feedback incorporated into the project design and planning phase.
- **Impact to environmental and heritage values:** The principles of avoidance, minimisation and mitigation of potential impacts to land, health, safety and environment (HSE) will be applied to the planning, construction and operational phases of this pipeline. This will include incorporating information gathered during assessments and consultation, in addition to project planning and risk assessments.
- **Impact to land use:** Impacts to existing land use will be minimised and, where possible, avoided by acknowledging existing constraints and selecting the most appropriate construction methodology.
- **Impact on traffic and transport:** The proposed pipeline route will be designed to have the lowest possible impact on current traffic flows and transport corridors and ensure compatibility with longer-term transport infrastructure developments. Increased pipeline capacity will reduce the reliance on road transport for fuel supply and therefore reduce the number of trucks driving to/from the airport.
- **Melbourne Airport Rail:** Development of the pipeline will include specific consideration of potential implications for the proposed Melbourne Airport Rail project.
- **Impact to directly affected stakeholders:** Directly affected stakeholders, landowners and occupiers will be consulted in a timely and transparent manner with their feedback considered in project design, planning, and execution.

Figure 1: Proposed pipeline alignment



2. Purpose of this consultation plan

Viva Energy recognises the importance of consultation and the value it brings to the development and construction phases of infrastructure projects. The consultation plan for the Melbourne Jet Pipeline Project has been prepared to provide clarity to stakeholders, landowners and occupiers regarding the details of the pipeline and associated engagement activities. This engagement will help to inform the Project and will allow development, including design and constructability assessments, and incorporate the considerations of all relevant parties.

The document has been prepared in the context of relevant Victorian legislation and should meet or exceed the minimum regulatory requirements as set out in the *Pipelines Act 2005* (the Act) and the *Pipelines Regulations 2017* (the Regulations). The regulatory framework requires that this consultation plan be submitted to the relevant Minister administering the Act for approval. Progression of pipeline licencing is contingent upon such approval.

The plan also reflects industry best practice including guidance provided by the following documents:

- Australian Pipelines and Gas Association (APGA) Guidelines for Stakeholder Engagement 2015
- International Association of Public Participation (IAP2) spectrum of public participation.

A review of this consultation plan in the context of the Act and Regulations is included in Appendix 1.

3. Consultation approach

Viva Energy's core business values – honesty, integrity and respect – are the foundation of how we approach our business endeavours. Viva Energy's commitment to sustainable development requires balancing short- and long-term interests, as well as integrating economic, environmental and social considerations into business decision-making. Viva Energy's Business Principles and Code of Conduct can be located on the website: www.vivaenergy.com.au in the 'About Us' section.

Viva Energy will proactively consult and engage with affected stakeholders, landowners and occupiers throughout the life of the proposed project to ensure there is a thorough understanding of the project scope, any potential impacts and to ensure there is a transparent feedback process.

Consultation for the proposed pipeline is planned to commence in 2019 (refer to Table 1 for more detail) and aims to provide relevant information and seek input from potentially affected parties. There will be a focus on early engagement with the affected landowners, occupiers and relevant government departments.

3.1 Consultation principles

Consultation will be undertaken in accordance with Viva Energy's Business Principles and Code of Conduct.

Viva Energy recognises that regular dialogue and engagement with stakeholders is essential to project success and maintaining its social licence to operate. Stakeholder engagement will operate under five overarching principles of effective consultation:

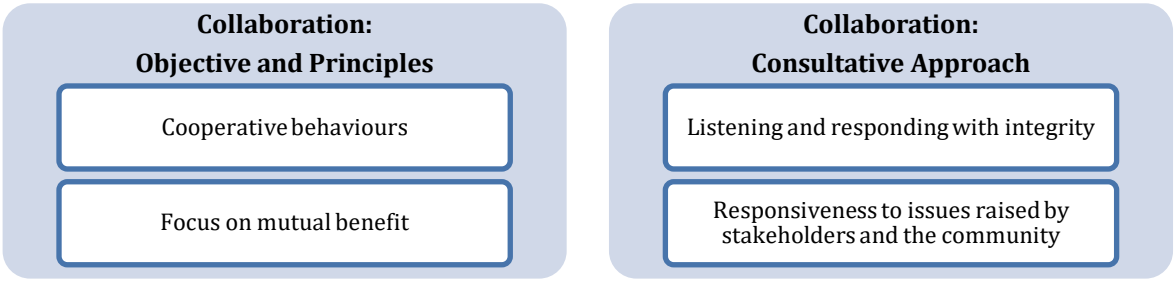
3.1.1 Communication

Communication: Objective and Principles	Communication: Consultative Approach
Right information, right time	Timely distribution of clear, accurate and relevant information
Clear, accurate and consistent	Adapting communications to meet needs of different stakeholders
Two-way (both sharing and understanding)	Project to involve trained staff with strong communication skills

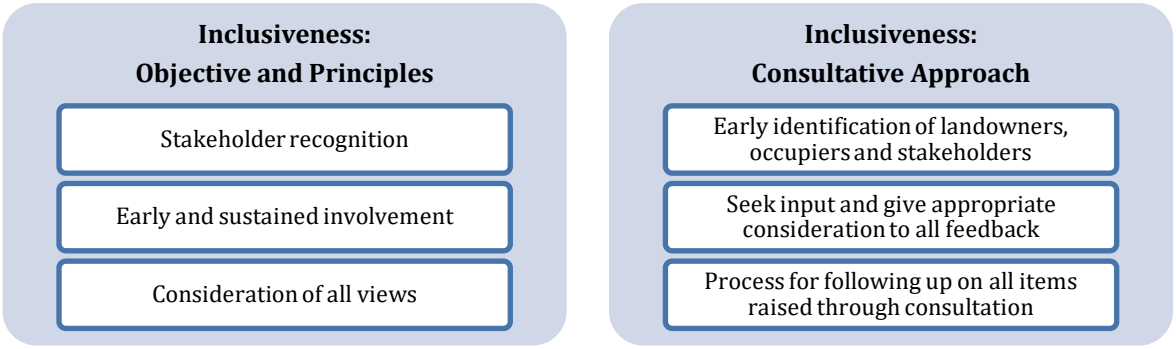
3.1.2 Transparency

Transparency: Objective and Principles	Transparency: Consultative Approach
Clear consultative process	Clearly outline the consultation process (e.g. this plan)
Easy to comprehend information	Focused communication materials supplemented with discussions
Respectful (reporting and privacy)	Use of records management systems to appropriately reflect communications

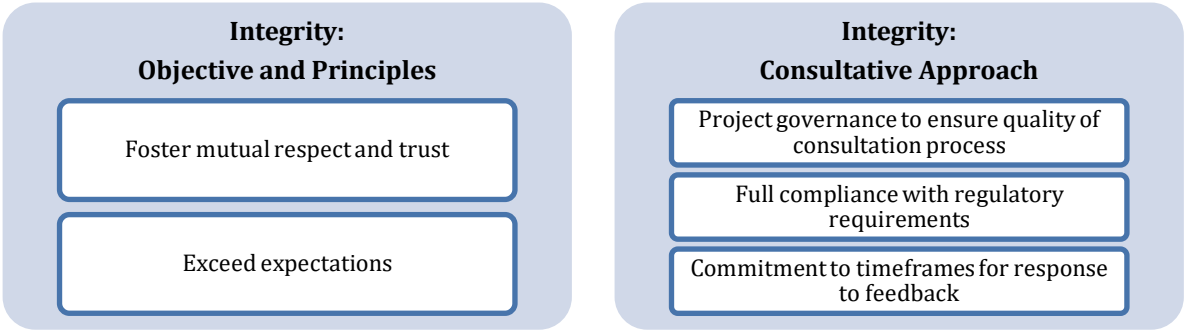
3.1.3 Collaboration



3.1.4 Inclusiveness



3.1.5 Integrity



3.2 Consultation methods

Viva Energy will engage with landowners, occupiers and stakeholders through channels best suited to the particular communications or stage of the project. Although it is intended that initial consultation will take place 'face-to-face', further consultation will incorporate the individual preferences of stakeholders. Note: there may times when, according to regulations, particular written communications are required (refer to section 6).

The Project will designate a consultation focal point to each landowner and occupier where possible. The preference is for consistency throughout the entire project, however, the particular focal points may change over the life of the project.

3.2.1 Meetings

Viva Energy is committed to meeting with stakeholders, landowners and occupiers potentially affected by the Project in order to enable transparent, direct feedback on the proposed project. Face-to-face

meetings are the preferred method to ensure all parties understand the pipeline planning, potential construction impacts and rehabilitation processes.

3.2.2 Written communications

Letters and emails may also be used as an initial consultation tool to introduce the project and provide contact details to affected stakeholders, landowners and occupiers. Written communications may include formal correspondence, project updates regarding developments or upcoming activities, and specific responses to issues, concerns or requests.

3.2.3 Webpage

A dedicated section on the Viva Energy corporate website has been established to provide information regarding the Project. This includes project information, communication materials and contact details. The website will be updated as required and is located at www.vivaenergy.com.au in the 'Our Pipelines' section under the Operations tab.

3.2.4 Phone and email

Landowners and occupiers may wish to contact the Project team by phone and email in addition to letters and in-person discussions.

The Project has established a toll free phone number and provided an email address for all stakeholders. Details are provided in the Project Fact Sheets (refer to section 6) and displayed on the project webpage).

- Project phone number: 1800 515 093
- Project email: communityrelations@vivaenergy.com.au

All contact received through these communication channels will be logged and responded to as per the process outlined in section 8 and section 9. Phone communications are particularly useful as a method for managing more urgent or out-of-hours communications such as any issues during the construction phase of the project.

3.2.5 Public display of regulatory documentation

Relevant documents will be placed on public exhibition where required by the statutory process or as directed by the regulator.

4. Stakeholders

The stakeholder list that has been prepared for the proposed project will be reviewed and updated as the project progresses, with updates recorded in Viva Energy's stakeholder management database.

4.1 Landowners and occupiers

Title and other searches have been completed along the proposed pipeline corridor to identity potentially affected landowners and occupiers. The search results indicate that there are approximately eight individual landowners. Preliminary identification of occupiers has been undertaken, and there will be further clarification of occupier status once face-to-face meetings have taken place with all landowners.

'Near-neighbours' may also be impacted by the construction and operation of the pipeline. These landowners and occupiers have been identified as predominantly business operators along the pipeline route, but this will be also be clarified further through consultation activities.

4.2 Public landowners and occupiers

The proposed pipeline route will traverse several land parcels that are owned and managed by statutory authorities and local government, including Melbourne Water, VicRoads, Brimbank City Council, and Hume City Council. These land parcels which are freehold land managed by government or statutory entities, are described as Public Land.

4.3 Commonwealth land

The proposed pipeline route traverses land parcels that are owned by the Commonwealth of Australia. This land is managed by Australian Pacific Airports (Melbourne) Pty Ltd (APAM) as delegated by the Commonwealth. APAM is a key stakeholder and holds multiple roles, namely that of a landowner, an approval authority (as per the *Airports Act 1996*) and the operator of Melbourne Airport.

4.4 Crown land

The proposed pipeline route traverses Crown Land and these parcels are managed by various government agencies. Viva Energy, will engage with relevant departments, managers of Crown Land and Crown Land Ministers to obtain approval for the Crown Land licence submission.

4.5 Government departments and agencies

Key Federal stakeholders include:

- Airport Building Controller (as appointed by the Department of Infrastructure, Transport, Cities and Regional Development)
- Department of the Environment and Energy
- Department of Infrastructure, Transport, Cities and Regional Development
- Infrastructure Australia.

Key Victorian stakeholders include:

- Aboriginal Victoria
- Department of Environment, Land, Water and Planning
- Department of Jobs, Precincts and Regions

- Department of Transport
- Energy Safe Victoria
- Environmental Protection Authority Victoria
- Freight Victoria
- Major Transport Infrastructure Authority (Rail Projects Victoria and Major Road Projects Victoria)
- Melbourne Water Corporation
- Parks Victoria
- VicRoads - Metropolitan North West Region (Department of Transport)
- VicTrack
- Work Safe Victoria

The local councils, Hume City Council and Brimbank City Council, will be consulted as stakeholders directly affected by the proposed pipeline. Moonee Valley City Council has jurisdiction immediately adjacent to the proposed pipeline route and will also be consulted throughout the life of the Project.

4.6 Indigenous groups

The Wurundjeri People are recognised as the traditional owners of this area. Viva Energy recognises that Wurundjeri Land and Compensation Cultural Heritage Council represents the interests of the Indigenous People of this region and that providing accurate and timely information is a necessary and important component of our responsibilities.

The Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation is recognised as the Registered Aboriginal Party (RAP) for the area. Viva Energy recognises that the individuals and representative bodies involved in the project will have an active interest in the native title and cultural heritage assessment process, and development of the project's Cultural Heritage Management Plan.

4.7 Infrastructure owners and operators (assets and utilities)

Asset owners and utility operators may be directly affected by the proposed pipeline and will be engaged during project development (such as involvement in safety management studies). Viva Energy will seek third-party consents where required and keep owners and operators informed and consulted throughout the life of the Project. The preliminary list of owners/operators include:

- Somerton Pipeline Joint Venture
- Tullamarine Pipeline Joint Venture
- Melbourne JUHI Joint Venture
- VicTrack
- V/Line
- NSW TrainLink XPT
- Australian Rail Track Corporation (ARTC)
- State roads – VicRoads Metropolitan North West Region, Major Road Projects Victoria
- Privately operated roads – Transurban (CityLink)

- Water – (Melbourne Water, City West Water)
- Telecommunications – (Telstra, Optus, NBN Co)
- Electricity – (Jemena, Ausnet).

4.8 Other groups

There are several other stakeholders that will potentially have an interest in the Project including:

- Australian Pipelines and Gas Association
- Friends of Steele Creek and other community groups
- Landowners and occupiers in the surrounding precinct
- Jet fuel suppliers
- Transport network users including rail, freight, bus, motorists, cyclists, pedestrians
- Emergency services including Victoria Police, Ambulance Victoria and the Metropolitan Fire Brigade/Fire Rescue Victoria
- Media (including social media)

5. Project timeline and consultation process

Following all relevant approvals, it is anticipated that the potential development, construction and commissioning of the proposed pipeline would take place between 2019 and 2021. The exact project timeline would depend on the duration, timing and scope associated with regulatory approvals, third party agreements, construction techniques, and project execution.

5.1 Project and consultation timeline

An outline of the project timeline and associated consultation stages is provided in Table 1. The project stages are shown in order of logical progression, however, it should be noted some stages may run concurrently.

Progression of the Project is subject to several regulatory approvals (refer to Appendix 5 for potentially applicable legislation) and approval by the Viva Energy board. Table 1 assumes that these approvals will be provided in order to illustrate the associated processes and timings.

Table 1: Key interactions between Viva Energy and landowners and occupiers

Project and Consultation Stage		Method
1) Introduction of the Project and initial consultation with landowners, occupiers and stakeholders **pending regulatory approval from the Minister (i.e. Pipeline Consultation Plan)*		
2019	Initial meetings to introduce Viva Energy and the proposed pipeline Provision of approved consultation materials including Project Fact Sheets and an individualised 'Notice of Intent to Enter Land for Survey' (refer to section 6.2.1)	In person
	Follow up meeting(s) regarding: ➔ Arrangements for survey activities (including details of land access requirements) ➔ Landowner and occupier input for inclusion in project development such as identification of key constraints and considerations	In person
2) Pipeline development including assessments ('surveys') of the proposed route		
2019	Consult landowner and occupier prior to each survey activity to confirm access arrangements and discuss any potential changes to land, or conditions that may affect the works.	Contact made by landowner/occupiers' preferred method (phone, in person or email) with agreed notice prior to access.
	Provide progress updates and address any concerns or issues raised by landowners and occupiers.	Various
3) Pipeline development including definition and establishment of land access ('pipeline corridor')		
2019 - 2020	Meetings with landowners and occupiers to discuss the proposed pipeline corridor, construction right-of-way (ROW) and laydown areas, as well as associated contractual arrangements	In person
	Provision of 'Notice of Pipeline Corridor' along with supplementary information as required (refer to section 6.2.2)	In person or mail
	Ongoing negotiation and consultation with landowners and occupiers, or a delegated representative, for land tenure arrangements such as an Option for Easement.	In person, phone, email or mail

Project and Consultation Stage		Method
4)	**Pipeline licencing including an application to the Minister for a 'licence to construct and operate'**	
2020	Meeting arranged with landowners and occupiers to inform of the licence application and current project status Provision of 'Notice of Application for a Licence' along with supplementary information as required (refer to section 6.2.3)	In person
	Ongoing consultation and updates on progress of regulatory applications (including non-Pipelines Act matters as appropriate). Project will continue addressing any concerns or issues raised by landowners and occupiers.	In person, phone, email or mail
5)	**Pre-construction phase**	
2020	Meetings with landowners and occupiers prior to construction to assist in preparing Management Plans, Construction Line Lists, Rehabilitation Plans and any other relevant documentation.	In person
	Meetings with asset owners affected by the pipeline construction to obtain consents and establish construction protocols.	In person or phone
6)	**Construction phase** **pending regulatory acceptance/approvals from the Minister and Energy Safe Victoria (ESV)*	
2021	Agreement with landowners and occupiers and relevant notice provided prior to any access or activity in accordance with the easement documentation and/or land access agreement.	Contact made by landowner/occupiers' preferred method (phone, in person or email)
	Ongoing consultation throughout construction to address any concerns or issues raised by the landowners and occupiers.	In person, phone or mail
7)	**Operational phase commences including initial commissioning** **pending regulatory acceptance/approvals from the Minister and ESV*	
2021	Ongoing consultation with landowners and occupiers through the operation of the pipeline, addressing issues such as regulatory processes, safety awareness, environmental management, maintenance works and other such matters.	In person, phone, email or mail
8)	**Reinstatement and rehabilitation phase (following completion of construction)**	
2021 +	Meeting with landowners and occupiers to ensure rehabilitation and reinstatement has been satisfactorily completed (consultation to continue as appropriate).	In person, phone, email or mail

6. Information for landowners and occupiers

Viva Energy commits to timely, accurate and transparent communications with stakeholders, landowners and occupiers such that all relevant parties are consulted regarding the proposed pipeline and associated development processes.

6.1 Communication materials

The following fact sheets have been prepared for the project and will be provided to all landowners and occupiers and will be made available to all other stakeholders through the project website (the draft fact sheets are available in Appendix 6).

1. Melbourne Jet Pipeline Project Fact Sheet
2. Melbourne Jet Pipeline Project Pipeline Regulatory Approvals Fact Sheet
3. Melbourne Jet Pipeline Project Construction Fact Sheet

These fact sheets provide non-location specific project information and have been prepared to meet or exceed the minimum standards of the Pipelines Act (refer to Appendix 1 for direct mapping to the prescribed content of section 17(2) of the Act). Each landowner and occupier will have access to the full Pipeline Consultation Plan (i.e. this document) through either digital channels or hard copy if requested.

Further information, such as detailed maps for individual land parcels, will be tailored to meet the needs of each landowner/occupier's circumstances and will be provided as part of the consultation process.

6.2 *Pipelines Act 2005* (the Act) and *Pipelines Regulations 2017* (the Regulations) notifications

Viva Energy will also prepare and provide formal notices as prescribed by the Act (sections 19, 27, and 32). The notices will be provided at face-to-face meetings or via email, hand-delivery or registered post.

6.2.1 Notice of Intention to Enter Land for Survey

Field surveys are conducted along proposed pipeline corridors in order to inform their design and development. It is a requirement that a 'Notice of Intention to Enter Land for Survey' (pursuant to s19 of the Act and s6 of the Regulations) be issued to each landowner and occupier of the affected land (including the Crown), advising of the proponent's intention to enter the land for the purpose of any survey. The notices are individualised for each landowner and occupier. Appendix 2 provides an example of a Notice of Intention to Enter Land for Survey.

6.2.2 Notice of Pipeline Corridor

A 'Notice of Pipeline Corridor' must be issued to each landowner and occupier in the proposed pipeline corridor, prior to a proponent's application for a licence, in order to inform of the proposed pipeline and ensure provision of the approved consultation information (pursuant to s27 of the Act and s7 of the Regulations). The notices are individualised for each landowner and occupier; Appendix 3 provides an example of a Notice of Pipeline Corridor.

6.2.3 Notice of Pipeline Licence Application

A pipeline proponent must apply for and obtain a licence, as issued under the Act, in order to proceed with the construction and operation of a pipeline. The licencing process mandates that Viva Energy, in the event of proceeding with an application to the Minister, would give notice to all affected landowners and occupiers of the licence application ('Notice of Application' pursuant to s32 of the Act). The specific content of the Notice of Application has not been included in this document as the content will be informed by the consultation process.

A notice would also be published in a State circulated newspaper.

6.3 Agreements with landowners and occupiers

Viva Energy would require access to land in order to construct and operate the pipeline and, thus, would seek to establish both long-term and temporary access agreements with landowners and occupiers (such as the purchase of an easement or through licencing arrangements). The construction phase would have a greater requirement for land access than ongoing operations, given the temporary additional workspace involved.

Viva Energy is committed to clear and transparent communications in associated discussions with individual landowners and occupiers to ensure they have an appropriate understanding of the requirements and potential impacts of the construction and operation of the pipeline.

6.4 Summary of notices and associated timing

The Act and Regulations provide a framework for consultation and set out the procedures to be followed to permit the construction and operation of the pipeline, along with the processes to follow for land acquisition. An overview of these procedures and activities, along with relative timings, is presented in Table 2.

Table 2: Summary of regulatory notices and associated timings for pipeline approval.

Item	Event		Timing
Notice of Intent to Enter Land – (access to land for purposes of pipeline survey)			
1.	Minister advises proponent of decision in relation to the Consultation Plan submitted for approval (i.e. this document).		Determination to be made 21 days from submission date
2.	If approval is granted in accordance with s18(2) of the Act: ➔ Notice of Intention to Enter Land for Survey issued to landowners and occupiers (and Crown Minister if applicable) ➔ Initial discussion held with landowners and occupiers regarding land access required for survey		Notice of Intention to Enter Land for Survey may be issued (pending approval as part of the Consultation Plan)
3.	Pipeline proponent establishes agreements with landowners and occupiers to enter land and conduct pipeline survey activities (and seek consent from the Crown Land Minister if applicable)		Proponent seeks agreements for access after Notice of Intention to Enter Land for Survey has been issued
	If an access agreement with a landowner or occupier has NOT been obtained (assuming proponent has taken all reasonable steps)		
	3(a)	If an agreement has NOT been reached with landowners or occupiers, after all reasonable steps have been taken (as per s20 of the Act), the proponent may apply to the Minister for consent to enter the land	Application to the minister may occur 14 days after the issue of Notice of Intention to Enter Land for Survey
	3(b)	The proponent advises the landowner and occupier if proceeding with an application to the Minister for land access	Advice to be provided to landowner and occupier upon application to the Minister
	3(c)	Landowners and occupiers may advise the Minister of their reasons for refusing land access to the proponent	Advice to be provided to the Minister within 7 days of receiving notification of the application from the proponent
	3(d)	Minister provides a decision regarding the application for consent to enter land	Minister provides a decision within 28 days of receiving the application
Notice of Pipeline Corridor – (including agreements for land access)			
4.	Pipeline proponent provides a Notice of Pipeline Corridor to landowners and occupiers		Notice of Corridor may be issued (pending approval as part of the Consultation Plan)
5.	Pipeline proponent enters into agreements with landowners to purchase an easement over pipeline corridor (or easement/licence/lease for Crown or Public Authority land as per Part 6 of the Act)		Proponent seeks agreements after the Notice of Corridor has been issued
	If an agreement to purchase an easement is NOT reached		
	5(a)	The proponent may submit an application to the Minister for consent to compulsorily acquire an easement (and give notice to the landowner and occupier of the application)	At least 6 months after issue of the Notice of Pipeline Corridor (but may be sooner with agreement of the Minister)
	5(b)	If an application is made, the proponent must notify the Registrar of Titles of the application (along with prescribed information as per s91 of the Act)	Without delay after application to the Minister to compulsorily acquire the easement
	5(c)	The landowner and/or occupier has the option to make a submission to Minister regarding the proponent's application	The submission is to be made on or before the 'submission date' as determined by the Minister

Item	Event		Timing
	5(d)	The Minister provides a decision regarding compulsory acquisition of the easement. (Note: any consented acquisition would follow the framework of the Land Acquisition and Compensation Act 1986)	Decision to be made within 28 days of either (whichever is later): ➔ Submission date of the application; or ➔ Determination of the associated application to construct and operate the pipeline
Notice of Application – (notification of an application for a 'Licence to construct and operate a pipeline')			
6.	Pipeline proponent may apply to the Minister for a Licence to construct and operate a pipeline		Readiness of proponent in relation to the requirements of the application (as prescribed by the Act).
7.	Following application for a Licence, the pipeline must provide a Notice of Application to: ➔ All landowners and occupiers of land directly affected by the proposed pipeline ➔ The Planning Minister ➔ Any relevant Crown Land Minister for Crown Land affected by the pipeline ➔ Each responsible authority for an area affected by the pipeline ➔ Any Department Head of Government department, public authority, person or body specified by the Minister Additionally, the proponent must publish a notification in a generally circulated newspaper		The Minister determines the applicable 'submission date' for the proponent to include in the notice – the provision of the Notice follows this determination. Minister determines 'submission date' once satisfied the application is complete. Decision to be granted within 28 days, unless decision is referred toa panel in which case the approval duration is 88 days.
8.	Any affected person may make a submission to the Minister regarding the licence application		The submission is to be made on or before the submission date as determined by the Minister
9.	The Minister provides a determination regarding the licence application		The Minister provides a determination within 28 days of the submission date unless the application is referred to a panel (in which case the duration is 88 days). This timing is subject to the Minister's direction as per the conditions of Part 5 of the Act.

7. Management of potential impacts

Consultation with landowners, occupiers and stakeholders will assist with the Project's understanding of current and any intentions for future land use, existing and planned installation of infrastructure, and allows local considerations to be incorporated into pipeline design, construction and operational activities. Questionnaires may be utilised as part of the consultation process to better inform safety management studies.

Potential adverse impacts on land, health, safety and the environment (HSE) will be identified through this consultation process and the combined performance of desktop studies and on-the-ground surveys.

Viva Energy applies the principles of 'Hierarchy of Controls' to risk management and seeks to avoid hazards where practicable – residual impacts are minimised and mitigated in compliance with Viva Energy's HSE policies and relevant industry/governmental regulations and standards. This commitment extends to activities performed by subcontractors on behalf of Viva Energy.

Management plans will be individually prepared for the discrete project phases. This allows each plan to focus on the activities and hazards associated with the particular stage or operation. The plans will provide the roles, responsibilities, procedures, and specific commitments required to carry out the project in accordance with Viva Energy's regulatory obligations and HSE policies.

Viva Energy is required to submit management plans to regulatory agencies for consideration and may only proceed with associated activities pending their successful acceptance.

7.1 Property Management Plan

A Property Management Plan may be produced for an individual parcel of land with impacted landowners and occupiers, and will identify concerns such as access, amenity, commercial implications and environmentally sensitive areas to be considered during the project's construction and rehabilitation phases.

7.2 Cultural Heritage Management Plan

A Cultural Heritage Management Plan (CHMP) would be developed using data generated from desktop studies, a standard assessment and, if required, a complex assessment. The CHMP will detail the proposed construction methodologies to avoid or minimise impacts from construction and ongoing operation on sensitive cultural heritage areas. The CHMP is subject to regulatory review/approval.

7.3 HDD Management Plan

The Horizontal Directional Drilling (HDD) Management Plan would be developed to define the management system, processes, personnel and equipment required to safely and reliably deliver this task. HDD is generally undertaken where there are large road crossings, major waterway crossings and other environmentally or commercially sensitive crossings.

7.4 Construction Environmental Management Plan

A Construction Environmental Management Plan (CEMP) would be developed incorporating data from field surveys and further assessments. The document will identify sensitive environmental areas and detail the construction methodologies to avoid or minimise environmental impacts. Construction of the pipeline is contingent on acceptance of this plan from the Minister administering the Act.

7.5 Construction Safety Management Plan

A Construction Safety Management Plan (CSMP) would be developed to meet the applicable requirements of Viva Energy's policies, Australian Standards (AS/NZS 2885), and Victorian legislation (*Occupational Health and Safety Act 2004* and *Occupational Health and Safety Regulations 2007)*. The document would detail the systems and processes to be implemented during construction including hazard alert protocols, incident reporting, safety meetings and hazard analysis processes. Construction of the pipeline is contingent on acceptance of this plan by Energy Safe Victoria.

7.6 Operations Environmental Management Plan

An Operations Environmental Management Plan would be developed to support ongoing activities associated with the operation of the pipeline and specify work practices designed to minimise impacts on the environment. Operation of the pipeline is contingent on acceptance of this plan from the Minister administering the Act.

7.7 Operations Safety Management Plan

The Operations Safety Management Plan would be developed to provide an integrated safety management approach in line with Viva Energy's existing safety management policies and procedures for pipeline operations. Operation of the pipeline is contingent on acceptance of this plan by Energy Safe Victoria.

8. Information and records management

Viva Energy will use a dedicated stakeholder management database to record engagement and consultation activities and manage communications in an efficient and timely manner with landowners, occupiers and stakeholders during the Project.

Information collected will include correspondence, agreements and records of direct contact regarding the proposed pipeline. All concerns and issues raised through consultation will be documented, along with details of their resolution (where applicable), to ensure feedback and learnings are incorporated into project development and execution.

Furthermore, the database will be updated regularly as additional information becomes available such as any changes to the proposed pipeline alignment, or the details of stakeholders, landowners and occupiers. Access to this information will be restricted to only relevant Project personnel.

8.1 Privacy and use of confidential information

Information collected by Project personnel involving stakeholders, landowners and occupiers will only be used for Project purposes and be managed in accordance with the *Commonwealth Privacy Act 1988*. Viva Energy ensures that personal information is not disclosed without consent except if necessary to prevent a threat to life or health, required or authorised by law, or reasonably necessary to enforce a law. (Viva Energy's Privacy Policy is available at www.vivaenergy.com.au/contact-us/privacy-policy)

8.2 Statutory Reporting

Viva Energy will provide monthly reporting to the Department of Environment, Land, Water and Planning (DELWP) regarding the consultation undertaken with stakeholders, landholders and occupiers in the preceding month, including specific reference to any complaints or grievances.

Reports will be generated from the stakeholder management database and will be provided to DELWP within five (5) business days at the end of the reporting period (i.e. the end of the month). An example of the report that would be generated is provided as Appendix 7.

The reporting will be undertaken until completion of the pre-licencing approval process, by way of acceptance of the Construction Environmental Management Plan (CEMP) and safety management plans. Regulatory reporting will then be in accordance with the approved CEMP or other management documents.

9. Communications – feedback and updates

Landowners, occupiers and stakeholders may wish to contact Viva Energy throughout the Project to seek/contribute additional information, and share their perspectives and positions regarding the proposed pipeline. Viva Energy commits to responding to all communications, whether enquiries, complaints or general feedback, in a clear, respectful and timely manner.

9.1 Communications feedback

Landowners, occupiers and stakeholders will have the opportunity to contact the Project team to share their views and seek further information in face-to-face meetings, or through the Project email address and phone number provided in the communications materials (discussed in section 3.2).

9.1.1 Feedback process

Upon receipt of an inquiry, complaint, suggestion or comment, Viva Energy will:

- Where relevant, seek to clarify and understand the request or comment
- Acknowledge the communication and provide the estimated timeframe for a response (or immediate feedback where possible)
- Record the communication in the stakeholder management database (and subsequently update with the resolution)
- Review the request or comment (including investigation if relevant) and provide feedback to the stakeholder within the committed timeframe

Depending on the particulars of the request or comment, feedback to the stakeholder will include:

- Provision of requested information where appropriate, or advice if information is not yet available, or is unable to be shared (i.e. unrelated/commercially sensitive queries)
- Advice regarding consideration of the suggestion/comment and how/if it has been incorporated into the Project (design and/or execution). This may include discussion of alternate solutions to address the stakeholder's concerns.
- Outcome of complaints review process, associated investigations and any follow-up actions
- Agreement/confirmation with the stakeholder as to whether further action is required, and any future commitments (such as deferring a particular action to a later stage in pipeline development/execution, where appropriate).

9.1.2 Feedback timing

The timeframe for feedback will vary through the life of the Project and recognise the differing nature of the various phases involved in the development and execution phases.

During the Project development phases (i.e. pre-construction):

- An initial acknowledgement of the stakeholder's communication will be provided within one (1) business day.

- Feedback will be provided to the stakeholder within three (3) business days of the original communication.

During the Project execution phases (i.e. construction):

- An initial acknowledgement of the stakeholder's communication will be provided within two (2) hours.
- Feedback will be provided to the stakeholder within twenty-four (24) hours of the original communication.

A stakeholder would be notified at the time of the request if feedback is not possible within the committed timeframe and an updated timing would be agreed.

9.1.3 Issues management

Landowners, occupiers or stakeholders may raise issues or submit complaints about the nature of the proposed pipeline, the impacts of construction and operations, and the performance of on-site activities. Viva Energy takes concerns and complaints seriously and seeks to:

- Clarify and understand any concerns or complaints raised
- Consider and investigate (where required) concerns or complaints in a timely manner
- Communicate the outcome of reviews and investigations
- Commit to learnings from concerns or complaints

It is expected that the Project team will be able to resolve most issues directly; however, issues may be escalated for direction if required.

9.2 Project updates

Supplementary to individualised engagements with landowners, occupiers and stakeholders, Viva Energy will use the Project webpage to provide general updates including to address frequently asked questions.

10. Pipeline construction and land rehabilitation

Viva Energy will clearly communicate pipeline construction and land rehabilitation activities with landowners, occupiers and stakeholders, and ensure feedback is considered in both planning and execution of the works. The Project team will not progress with field works without the necessary agreements (including land access agreements).

Consultation will continue throughout construction activities – the Project team will provide updates and will check with landowners and occupiers regarding any potential changes to land or operational conditions that may affect the Project. Viva Energy will review its performance with individual landowners and occupiers as works are concluding (e.g. rehabilitation stage) to confirm fulfilment of any commitments (such as adherence to agreed property management plans).

An overview of activities to be performed (including survey, construction and rehabilitation works) has been prepared in the Melbourne Jet Pipeline Project Construction Fact Sheet and will be provided to all landowners and occupiers (refer to section 6.1).

10.1 Survey activities

Field surveys will be conducted in conjunction with desktop assessments in order to inform pipeline design and development. Survey activities may include cadastral, flora/fauna, cultural heritage, hydrology, soil/land assessments, as well as identification of local features and services.

Landowners and occupiers will be consulted regarding these activities and associated requirements for land access (refer to sections 6.2 and 6.3 of this plan). The Notice of Intent to Enter Land for Survey, will include a description of survey activities (which is provided in Appendix 4).

10.2 Construction activities

Pipeline construction methods are selected during the project development phase and take into account input from consultation, learnings from pipeline corridor surveys, and the practical implications and considerations established through detailed design.

The construction methodologies will vary along the length of the pipeline, and generally, can be categorised into three conceptual stages: preparation, installation and quality assurance.

Preparation of the construction corridor involves setting-up required work areas, clearing/grading activities and establishing the construction area through identification and fencing (preparing the construction ‘right-of-way’).

Pipeline installation is achieved by either excavating a trench (known as ‘trenching’) and welding a pipeline together for lowering into the empty trench, or drilling/tunnelling underground and inserting the welded pipeline into the tunnel (known as ‘trenchless construction’). Open trenches are backfilled with suitable fill material such that the coated pipeline is then completely buried - with the exception of the two above-ground locations (i.e.at the start and end points of the pipeline).

Rigorous quality assurance (QA) inspection and testing occurs during and after installation to confirm pipeline integrity meets or exceeds the design criteria. This stage includes welding inspections and pressure testing with water ('hydrotesting'), to verify the strength of the pipeline and confirm that there are no weak points that could result in a leak.

The Melbourne Jet Pipeline Project Construction Fact Sheet will provide landowners and occupiers with an overview of typical construction activities and the draft is available in Appendix 6.

10.3 Pipeline operations and land remediation

The next stage of the Project is a transition to an ongoing operational state, including the initial commissioning activities and the remediation of any disturbed land to its previous state (as far as reasonably practicable to conditions consistent with previous use).

Viva Energy must have consent from the Minister administering the Act before proceeding to commission and operate the pipeline. Viva Energy would apply for such consent following adequate demonstration to the relevant regulators of full compliance with the requirements of the Act and Regulations. In the event that Ministerial consent is provided, the pipeline would be commissioned and operated in accordance with the approved operating safety and environment management plans (outlined in section 7.6 and section 7.7)

Land rehabilitation activities will be undertaken in accordance with all previously agreed property management plans (as developed with landowners and occupiers) and in line with established industry practice/standards. Viva Energy will confirm satisfaction of rehabilitation works with landowners and occupiers, noting that full land restoration may occur over a long period of time.

Land rehabilitation is included as a general activity description in the Melbourne Jet Pipeline Project Construction Fact Sheet (refer to section 6.1); however, consultation with landowners/occupiers regarding land rehabilitation will be individualised and more detailed based on their specific land parcels, conditions, property activities/utilisation, and expectations. Property management plans may be prepared to frame understandings and associated commitments (refer to section 7.1).

11. Further information

11.1 Contact details

For further information		
Contact	**Role**	**Contact Details**
Viva Energy Australia Pty Ltd	Project proponent	Level 16, 720 Bourke Street, Docklands VIC 3008 1800 515 093 www.vivaenergy.com.au communityrelations@vivaenergy.com.au
Department of Environment, Land, Water and Planning	Regulator	0439 799 598 www.energy.vic.gov.au pipeline.regulation@delwp.vic.gov.au
Energy Safe Victoria	Regulator	1800 800 158 www.esv.vic.gov.au info@energysafe.vic.gov.au

11.2 Supporting pipeline information

APGA

APGA Pipeline Corridor Committee - Investigations of land use around pipelines to guide initial location classification under AS/NZS 2885 guideline

https://www.apga.org.au/sites/default/files/uploaded-content/website-content/investigations_of_land_use_around_pipelines_to_guide_initial_location_classification_under_as_2885_guideline.pdf

Energy Safe Victoria

GPIS (Gas and Pipeline Infrastructure Safety Division) Bulletin 1 - Third-party buildings, structures and excavations in close proximity in to licensed pipeline, 2017
https://www.esv.vic.gov.au/wp-content/uploads/2017/03/GPIS-Information-Bulletin-1.pdf

Gas and Pipeline Infrastructure Safety Management Report, 2016-2017
https://www.esv.vic.gov.au/wp- content/uploads/2018/02/GPIS_SafetyManagementReport_2016-17.pdf

Property and Land Titles Victoria

Victorian Government, Land Transactions Policy and Guidelines, April 2016
https://www.propertyandlandtitles.vic.gov.au/data/assets/pdf_file/0021/66702/DOC- 16-233654-APPROVED-Victorian-Government-Land-Transactions-Policy-and-Final-As-amended-June-2.pdf

Relevant Pipelines Act and Regulations

Pipelines Act 2005 (Vic)
Pipelines Regulations 2017 (Vic)

Australian Standards

AS/NZS 2885 Pipelines – Gas and liquid petroleum suite of standards

IAP2's Public Participation Spectrum – https://www.iap2.org.au/Tenant/C0000004/00000001/files/IAP2_Public_Participation_Spectrum.pdf

APGA's Stakeholder Engagement Guidelines – https://www.apga.org.au/sites/default/files/uploaded-content/website-content/stakeholder-engagement-guidelines.pdf

12. Appendices

Appendix 1: Checklist of requirements for a consultation plan

The Pipelines Act 2005 requires the establishment of sound consultative processes. The table below provides a review of this consultation plan in the context of the relevant requirements.

Requirements for a consultation plan (s17, Pipelines Act 2005)	Reference to section of this document
1) A consultation plan must–	
a) be prepared in accordance with the regulations; and	Pipelines Regulations 2017 does not contain any requirements in relation to the preparation of a consultation plan.
b) set out the information that the proponent is to provide to owners and occupiers of land to whom notice must be given under Division 2 or 3.	**Section 5** sets out the consultation process for landowners and occupiers. **Section 6** sets out the information for provision to landowners and occupiers. **Appendices 2 & 4** provide examples of communication materials relating to land entry and survey activities. **Appendix 6** provides communication materials in the form of three Fact Sheets: Project Introduction, Pipeline Construction and Pipeline Regulatory Approvals.
2) The information to be provided to owners and occupiers of land must include–	
a) general information about the types of activities to be undertaken by the proponent for the purpose of any survey under Division 2 or the construction and operation of the pipeline;	**Section 10** provides an overview of the survey, construction, operational and rehabilitation activities that may be undertaken. **Appendix 4** provides communication materials specific to survey activities to accompany Notices of Intent to Enter land for Survey and land access agreements. **Appendix 6** provides communication materials for general information about survey, construction, operation, and rehabilitation activities (Pipeline Construction Fact Sheet).
b) information about how potential adverse impacts of the construction and operation of the pipeline on land, health, safety and the environment are to be managed;	**Section 7** provides information about the management of potential impacts. **Appendix 6** provides communication materials regarding management of potential impacts (Project Fact Sheet).
c) details of the procedures that are to be followed under this Act and any other Act to permit the construction and operation of the pipeline including the procedures for any compulsory acquisition of land.	**Section 3** provides the approach taken for consultation. **Section 5** provides a summary of project and consultation stages including those required by the Act to permit construction/operation and for any compulsory acquisition of land. **Section 6 (Table 2)** provides a summary of the regulatory steps and the associated timings for approvals.

Requirements for a consultation plan (s17, Pipelines Act 2005)	Reference to section of this document
	Appendix 6 provides communication materials specific to approvals and easement acquisition (Pipeline Regulatory Approvals Fact Sheet).
d) a statement–	
i) advising that owners and occupiers of land may seek independent advice on the pipeline proposal; and	**Section 6** provides the process for information distribution **Appendix 6** provides the statement as included in the Pipeline Regulatory Approvals Fact sheet.
ii) setting out current contact information for the Department.	**Section 11** provides the contact information for the Viva Energy, DELWP and ESV **Appendix 6** provides contact information for the Department in the Project Information Fact sheet.

Appendix 2: Sample of Notice of Intention to Enter Land for Survey

Pursuant to Pipelines Act 2005 – Section 19 and *Pipelines Regulations 2017* – Regulation 6

<<For Private Land>> – To: [Name and address of the owner and occupier of the land]

<<For Crown Land>> – To: [Name and address of Crown Land Minister or name and address of the occupier]

Land: INSERT SPI **Certificate of Title: Volume INSERT Folio INSERT**

Parish: INSERT **Municipality: INSERT**

Address: INSERT PROPERTY ADDRESS

In accordance with Section 19(1) of *the Pipelines Act 2005 (**the Act**)*, **Viva Energy Australia Pty Ltd (ABN 46 004 610 459) of Level 16, 720 Bourke Street, Docklands, 3008** hereby gives you Notice of its intention to enter your Land for the purpose of a survey.

In accordance with Section 19 of the Act and Regulation 6 of the *Pipelines Regulations 2017* (**the Regulations**), this Notice also contains the following information, and is accompanied by the "approved consultation information":

Intended use of the proposed pipeline

Viva Energy Australia (Viva Energy) is proposing to construct and operate a new jet fuel pipeline near Melbourne Airport to support the airport's growing fuel needs over the next 20-30 years. The proposed pipeline would directly connect the existing Altona to Somerton pipeline with the Melbourne Airport jet fuel storage infrastructure. The main benefits of the project include faster replenishment of fuel stocks, increased supply chain efficiency and robustness, and a reduction in the number of truck deliveries.

The project is subject to relevant approvals including from the Viva Energy board.

Details of proposed survey

Survey activities may include engineering, environmental, cultural heritage and cadastral surveys as well as any additional specialist surveys required for the design and construction of the proposed pipeline.

<<Insert survey details for the parcel here – refer to appendix 4 of this document for relevant content>>

Name and address of the person or body engaged to carry out the survey for the proposed pipeline

<<Consultant or contractor's details – name and address>> or <<Viva Energy>> will be coordinating and managing surveys. Prior to access, you will be notified of the survey to be carried out and the person or body engaged to conduct the survey.

List of Authorised Consultants

Name	Address

Map of the proposed pipeline route

A map is attached of the proposed pipeline route over your land showing:

- The relevant part of the land over which the survey is proposed to be made; and
- The location of that land including the allotment and selection numbers, parish and municipal names and the boundaries of adjacent lands relating to the proposed survey.
- <<for Crown land map to show sufficient detail to identify the land>>

<<Map of the proposed pipeline route to be included with notice – A4 size and complying with the requirements above>>

Note to owners/occupiers of land

Under Section 20 of the Act, Viva Energy must take all reasonable steps to reach agreement with you in relation to the entry onto your land for the purpose of conducting a survey for the proposed pipeline.

If Viva Energy is unable to obtain your agreement within 14 days after this notice has been given to you, Viva Energy Australia Pty Ltd may apply to the Minister for consent to enter your land under Section 22 of the Act.

Signed by Proponent

Dated:

Appendix 3: Sample Draft Notice of Pipeline Corridor

Notice under section 27 of the Pipelines Act 2005 to owners and occupiers of land in a pipeline corridor

To: [name and address of the owner or occupier of the land within the proposed pipeline corridor]

Viva Energy Australia Pty Ltd (ABN 46 004 610 459) of Level 16, 720 Bourke Street, Docklands, 3008 is considering applying for a licence to construct and operate a pipeline over the following land:

[Description of the land (including, if appropriate, a sketch showing the relevant part of the land) and title particulars].

A copy of the plan showing the proposed pipeline corridor is attached to this Notice.

Viva Energy Australia (Viva Energy) is proposing to construct and operate a new jet fuel pipeline near Melbourne Airport to support the airport's growing fuel needs over the next 20-30 years. The proposed pipeline would directly connect the existing Altona to Somerton pipeline with the Melbourne Airport jet fuel storage infrastructure. The main benefits of the project include faster replenishment of fuel stocks, increased supply chain efficiency and robustness, and a reduction in the number of truck deliveries.

The project is subject to relevant approvals including from the Viva Energy board.

Information regarding the proposed pipeline, including the processes that will be followed for obtaining required approvals and details of how Viva Energy proposes to consult with you (is attached / was given to you) with the Notice of Intention to Enter Land for Survey issued on (date issued).

Signature of the proponent:

Date[2]:

(copy of a plan drawn to an appropriate scale showing the proposed pipeline corridor attached)

[1]A pipeline corridor is an area of land being considered as a possible suitable location for the siting of a pipeline regulated by the **Pipelines Act 2005.** The final location of the proposed pipeline within the corridor is subject to consultation and approval under the **Pipelines Act 2005.**

[2]Under section 27(3) of the **Pipelines Act 2005** this Notice lapses after 12 months from the date of this notice, unless the Minister administering that Act extends that period in writing.

Appendix 4: Survey Activities

Note that this provides material for inclusion with Notice of Intent to Enter Land for Survey and Agreement to Enter Land

Name of survey	Description of survey activities
Flora and fauna	Assessment of discrete areas by foot or in a light vehicle to identify any significant flora and fauna and manage any environmental impacts of the construction and operation of the pipeline. The survey will occur within the mapped targeted survey area shown in the *Notice of Intention to Enter Land for Survey* provided to you.
Cultural heritage	Assessment of areas by a small team (4-5 people) by foot or in a light vehicle to manage any impacts of the construction and operation of the pipeline to land and artefacts of cultural significance. Hand digging of shallow holes may be required at discrete locations. The survey will occur within the mapped targeted survey area shown in the *Notice of Intention to Enter Land for Survey* previously provided to you.
Feature survey	Assessment of areas by a small team (2-3 people) by foot or in a light vehicle, using surveying equipment to create a digital three dimensional image of physical features that the pipeline may effect (terrain, trees, building outlines, dams, water courses etc). These measurements and images may be taken from anywhere within a distance of 100m of the proposed pipeline route (shown in the *Notice of Intention to Enter Land for Survey* previously provided to you). Pegs may be placed in the ground at fence-lines and at other discrete locations (which will be removed at the end of construction or beforehand on request).
Cadastral survey	A registered land surveyor travelling by foot or using a light vehicle to record the Property boundaries of the Land using surveying equipment.
Soil conductivity	Assessment of areas by a small team (2-3 people) travelling by foot or in a light vehicle, moving to discrete locations of the Property to measure electrical conductivity of soil. This data will inform the pipeline design. The measurement is made using a small hand-held probe inserted approximately 20cm into the ground. The survey will occur within the mapped targeted survey area shown in the *Notice of Intention to Enter Land for Survey* previously provided to you.
Hydrology survey	A small team (2-3 people) travelling by foot or in a light vehicle to locations on the Property, if a river or stream crosses the proposed pipeline route, to observe and record river or stream conditions. Where rivers or streams are present on the Land, the area to be inspected will extend up to 50m upstream and 50m downstream of the 'proposed pipeline route' shown in the *Notice of Intention to Enter Land for Survey* previously provided to you.
Land condition survey	A small team of 2-3 people will use a drill, typically mounted on the tray of a 4wd utility vehicle, to collect soil samples and test for chemical characteristics to inform the pipeline design and construction approach. The drill samples are less than 20cm diameter, however can reach a maximum depth of 2m. Because of this maximum depth, a metal detector and water jet may be used to confirm the location of any other ground utilities to avoid causing damage to existing infrastructure. Waste water created during the use of the water jet is collected in a wastewater tank through a vacuum system. Both the drill holes and water jet holes will be backfilled and surface restored. The survey will occur within the mapped targeted survey area shown in the *Notice of Intention to Enter Land for Survey* previously provided to you.
Service location	The purpose of this Survey is to confirm the location of underground service utilities (*underground infrastructure*). This information is required to inform the design of the pipeline such that underground infrastructure is not damaged during construction. A metal detector and a water jet are used to confirm the location of the underground infrastructure. Wastewater created during the use of the water jet is collected in a wastewater tank through a vacuum system. Areas disturbed during this Survey will be restored at the completion of the Survey. The Survey will occur within the mapped Survey Area shown in the map attached to the *Notice of Intention to Enter Land for Survey* provided to you for this activity.

Name of survey	Description of survey activities
Geotechnical	This Survey informs pipeline design relative to existing railways, rivers and major roads. It involves the use of a vehicle mounted drill rig (4WD or truck) to establish boreholes measuring 10 to 15cm in diameter and up to 20m in depth and/or the use of a narrow probe to test soil layers and confirm soil stability at discrete locations. At some locations a PVC pipe will be placed into the hole to keep the hole open and allow for the soil permeability to be assessed. Wherever a PVC pipe is installed, approximately 1m of the pipe will rise above the ground and flagging tape may be tied to the top of the pipe so that it can be easily located. The PVC pipe will be removed at the end of the survey period unless consent is granted for it remaining for use in the construction period. Samples of the drill cuttings will be taken for laboratory analysis and the remaining cuttings will be placed back into bore holes during back-filling and restoration. Survey vehicles may vary in size. The geotechnical Survey will occur within the Survey Area shown on the map attached to the *Notice of Intention to Enter for Survey* provided to you for this activity.

Appendix 5: Potentially applicable legislation

Level of Government	Legislation
Commonwealth legislation	▪ Environment Protection and Biodiversity Conservation Act 1999 ▪ Native Title Act 1993 ▪ Civil Aviation Act 1988 ▪ Airports Act 1996
Victorian legislation	▪ Aboriginal Heritage Act 2006 ▪ Catchment and Land Protection Act 1994 ▪ Crown Land (Reserves) Act 1978 ▪ Environment Effects Act 1978 ▪ Environment Protection Act 1970 ▪ Flora and Fauna Guarantee Act 1988 ▪ Heritage Act 1995 ▪ Land Act 1958 ▪ Land Acquisition and Compensation Act 1986 ▪ Local Government Act 1989 ▪ Pipelines Act 2005 and Pipelines Regulations 2017 ▪ Planning and Environment Act 1987 ▪ Road Management Act 2004 ▪ Traditional Owner Settlement Act 2010 ▪ Water Act 1989 ▪ Wildlife Act 1975

Appendix 6: Fact sheets

FACT SHEET

Melbourne Jet Pipeline Project

Viva Energy Australia (Viva Energy) is one of Australia's leading energy companies and supplies approximately a quarter of the country's liquid fuel requirements. We operate the strategically located Geelong refinery, manufacturing a range of fuels including for the aviation sector.

Viva Energy is proposing to construct and operate a new jet fuel pipeline to support the growing fuel needs at Melbourne Airport.

Viva Energy supplies aviation fuels to more than 50 airports and airfields across the country including being a major supplier to Melbourne Airport.

As Australia's second largest airport, annual passenger numbers for Melbourne Airport are expected to almost double by 2038 – increasing from 35 million to more than 67 million per year[1].

1 Melbourne Airport Masterplan 2018
Australian Pacific Airports (Melbourne) Pty. Ltd.

In line with this projected increase in passenger numbers, the requirement for jet fuel is expected to increase significantly, with future demand expected to exceed the capacity of the existing fuel supply infrastructure.

As the proposed pipeline is still under consideration, any subsequent commitments to proceed with the project are subject to relevant regulatory and Viva Energy Board approvals.

Melbourne Jet Pipeline Project

The Melbourne Jet Pipeline Project proposes the construction of a new pipeline to form a direct connection between the jet fuel storage infrastructure at Melbourne Airport and the existing Somerton jet fuel pipeline that follows the southern boundary of Tullamarine (located south of the Western Ring Road, M80).

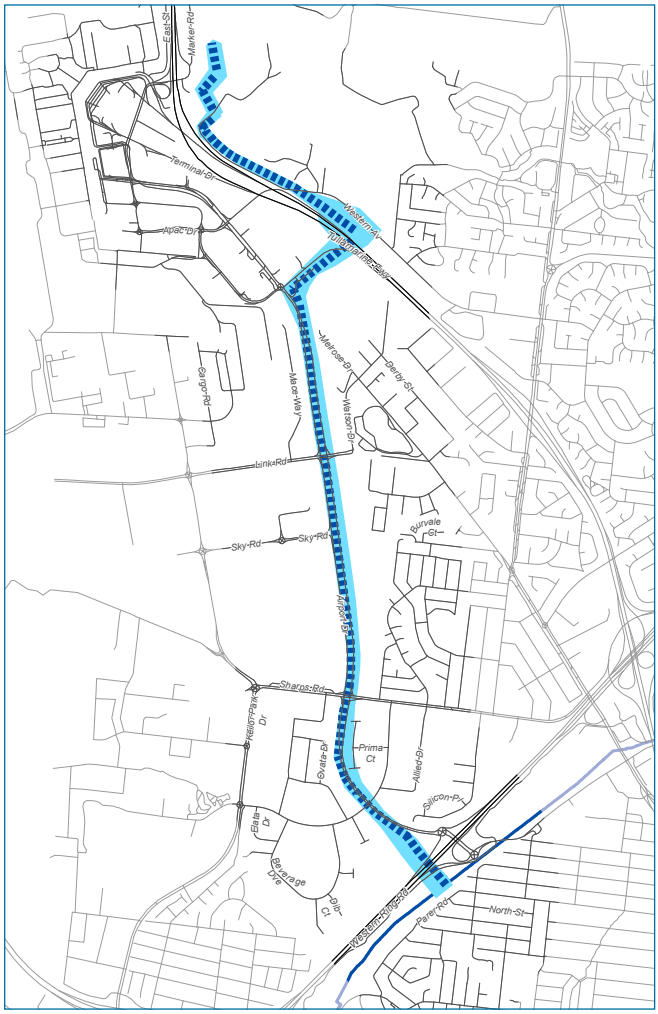
The proposed pipeline route and corridor is shown on the map which has been selected following a series of preliminary investigations and analysis.

Stakeholder impact, environmental, cultural heritage and other surveys will be conducted to verify the land conditions and any potential constraints and these assessments will influence and inform the detailed design and final pipeline route.

PROJECT BENEFITS

- Help meet increasing demand for jet fuel and support future growth at Melbourne Airport
- Increase security of supply of jet fuel which will contribute to the Victorian state economy
- Reduce reliance on road transport for jet fuel supply with fewer trucks required to deliver fuel to the airport

Did you know?
Each year we refuel over 70,000 planes in Victoria



Proposed Route Alignment: Melbourne Jet Pipeline.

Consultation and landowner engagement

Viva Energy recognises the importance of engagement and consultation and the value it brings to the planning, development, construction and ongoing operation of infrastructure projects such as the proposed Melbourne Jet Pipeline project.

Viva Energy will proactively engage and communicate with potentially affected landowners, occupiers and stakeholders during all phases of the proposed project.

Engagement and consultation will be key to providing relevant information to landowners, occupiers and stakeholders about the project and how they can provide feedback. The feedback will help to inform project management plans, land access agreements (where relevant) and address any potential concerns.

Viva Energy recognises and acknowledges the traditional custodians of the land on which the project is proposed. Relevant representative bodies for the traditional owners will be actively engaged in the native title and cultural heritage assessment process, including the project's Cultural Heritage Management Plan (CHMP).

Initial stakeholder engagements are planned to commence in the second half of 2019.

Managing impacts

To manage our work and minimise any impact to landowners, occupiers, the surrounding community and environment, a number of project management plans will be developed for the discrete project phases. Pipeline construction may only proceed following regulatory approval of these plans.

Specific methods to manage potential impacts on the environment will be documented in an Environment Management Plan (EMP). This plan will specifically identify potential impacts to the environment arising from construction and operation of the pipeline and outline measures to avoid or minimise those impacts.

A Safety Management Plan (SMP) will also be prepared to identify any risks associated with the pipeline construction and operation as well as measures to address those risks. These management plans are subject to approval by the Minister administering the *Pipelines Act 2005* (Vic) and Energy Safe Victoria respectively.

Potential impacts on private and public land will be minimised by undertaking pre-disturbance surveys of the land, consultation with landowners and occupiers and reaching appropriate access and construction agreements.

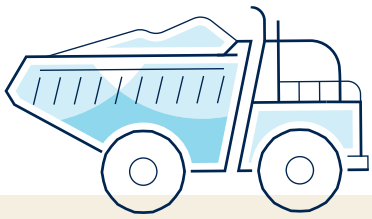
On-the-ground survey activities, further desktop assessments and consultation with stakeholders will further inform the project and identify any potential adverse impacts on land, health, safety and the environment.

Viva Energy has robust Health Safety and Environment management systems and will comply with all relevant industry standards and government regulations.

Project timeline

In the event the project receives relevant statutory and Viva Energy Board approvals, development, construction and commissioning of the pipeline would take place between 2019 and 2021.

The exact project timeline would depend on the duration, timing and scope associated with regulatory approvals, third party agreements, construction techniques, and project execution.



How to contact us?

If you have any questions about this project, please contact Viva Energy's Project Team:

T: 1800 515 093 **E:** communityrelations@vivaenergy.com.au

Alternate sources of information

Department of Environment, Land, Water and Planning

T: 0439 799 598

E: pipeline.regulation@delwp.vic.gov.au

W: energy.vic.gov.au

Energy Safe Victoria

T: 1800 800 158

E: info@energysafe.vic.gov.au

W: www.esv.vic.gov.au

FACT SHEET

Pipeline Construction

Viva Energy Australia (Viva Energy) is one of Australia's leading energy companies and supplies approximately a quarter of the country's liquid fuel requirements. We operate the strategically located Geelong Refinery, manufacturing a range of fuels including for the aviation sector.

Viva Energy is proposing to construct and operate a new jet fuel pipeline to support the growing fuel needs at Melbourne Airport.

Melbourne Jet Pipeline Project

The proposed pipeline would connect the existing Somerton pipeline (located just south of the Airport Drive exit on the Western Ring Road) to the existing airport fuel storage facility located at Marker Rd in Tullamarine.

As the proposed pipeline is still under consideration, any subsequent commitment to proceed with the project are subject to relevant regulatory and Viva Energy Board approvals.

The pipeline would be 350mm in diameter and approximately 7km in length. It is proposed to be mostly buried underground with small above-ground sections at the two connecting locations.

The construction methodology will involve the use of specialised trenching machines and will take into consideration current land uses. Trenchless construction methods will be used in more complex or environmentally sensitive areas.

Key facts

Diameter: 350mm
Length: Less than 10km
Visual: Mostly buried underground with some aboveground components to connect with existing infrastructure.

Pipeline construction summary

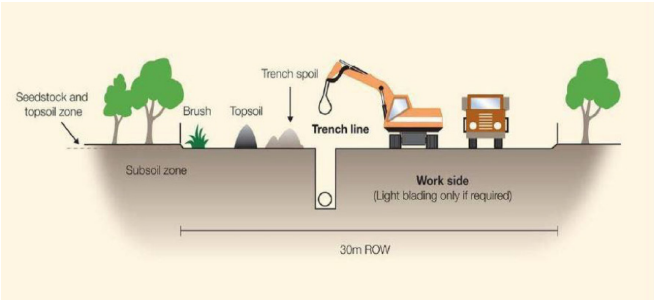
Viva Energy will engage with landowners, occupiers and stakeholders prior to and throughout construction of the pipeline.

Property management plans may be produced for each property and will identify aspects such as access, amenity, commercial implications and environmentally sensitive areas to be considered during the project's construction and rehabilitation phases.

We will seek to minimise interference with activities on the land both during and after the completion of construction work. Where impacts cannot be avoided, we will rehabilitate impacted land to the extent practicable in consultation with the landowner or occupier.

Rehabilitation will commence following the backfilling and compaction of the pipeline trench.

Construction works are subject to establishing all relevant and necessary agreements with landowners and occupiers.



A STEP-BY-STEP SUMMARY OF A TYPICAL PIPELINE CONSTRUCTION PROCESS IS OUTLINED BELOW:

Survey Activities

Field surveys need to be conducted in conjunction with desktop assessments in order to inform pipeline design and development. Survey activities may include cultural heritage, flora/fauna, hydrology, cadastre and soil/land assessments, as well as identification of local features and services.

Landowners and occupiers will be consulted regarding these survey activities and associated requirements for land access. The Notice of Intent to Enter Land for Survey will be provided to relevant landowners and occupiers which will include a description of survey activities.

Construction Activities

Setting up work areas

Before construction can commence, work areas must be set up appropriately. These include lay down areas for equipment, construction material stockpiles and setup areas. Work areas are established through consultation with the community and other stakeholders.

Clear and grade

Clear and grade involves preparing the pipeline easement for construction and setting aside the extra work space as agreed with landowners and occupiers. The combined easement and extra work space is commonly referred to as the construction "right-of-way".

Right of way

The construction right-of-way is established and will be clearly identified and fenced off where required. Typically, the right-of-way can be between 25-30m wide.

Trenching

A specialised rotary trenching machine or excavator is used to dig the trenches along the pipeline route. Any material removed is placed on the side of the trench (stockpiled), within the construction set up area.

Potential impacts associated with this activity such as hours of operation, dust and noise management, will be discussed with affected landowners and occupiers prior to the commencement of works.

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Trenchless construction

Trenchless construction is used in more complex or environmentally sensitive areas. Specialist operators drill a hole beneath the surface at a shallow angle, and then pull a welded length of pipe through the hole without disturbing the surface.

These operations are carefully planned and are highly engineered and undertaken to minimise disturbance to properties and roads, in environmentally sensitive areas or to address construction issues.

Welding

Once the pipe lengths have been laid out or 'strung' along the construction set up area, qualified welders join the lengths of pipes together. Welds are inspected using x-ray or ultrasonic equipment to ensure their quality and are then coated, to reduce the likelihood of corrosion.

Lowering In

After final quality assurance checks, each completed pipe section is lowered into the trench using specialist side-boom tractors and excavators.

Backfill

When the pipe is in place, it is backfilled with suitable fill material (padding) to protect the pipeline coating from stones or other sharp objects.

The topsoil is then re-instated over the disturbed trench area to the contour of the land so that pasture or other groundcover can be rehabilitated.

Quality Assurance

Rigorous quality assurance, inspection and testing occurs during and after installation to confirm that the pipeline integrity meets or exceeds the design criteria.

Using water, the pipe is pressure tested (hydrotested) to ensure it is fit for operational service.

Pipeline operation and land rehabilitation

Commissioning and Operation

Prior to commissioning and operation of the pipeline, consent is required from the Minister administering the *Pipelines Act 2005* (Vic).

The pipeline must comply with the requirements of the *Pipelines Act 2005 and Pipelines Regulations 2017* and the Environmental Management Plan and Safety Management Plan must be approved by the Minister administering the *Pipelines Act 2005* (Vic) and Energy Safe Victoria respectively.

Easement and property rehabilitation

Disturbed areas will be reinstated and may include re-contouring to match existing landforms. Topsoil conserved during the construction process is re-spread over areas used for construction. Rehabilitation is undertaken in accordance with approval requirements and landowner considerations.

Signs are placed at regular intervals and within line-of-sight to one another to indicate the presence of a buried pipeline.

Regulatory Approvals

Viva Energy Australia (Viva Energy) is proposing to construct and operate a new jet fuel pipeline to support the growing fuel needs at Melbourne Airport.

The proposal is subject to several regulatory approvals and the pipeline may only be constructed with the consent of the Minister administering the *Pipelines Act 2005* (Vic). As the proposed pipeline is still under consideration, any subsequent commitments to proceed with the project are also subject to Viva Energy Board approvals.

Pipelines Approvals

Construction and operation the pipeline requires a number of regulatory approvals prior to the commencement of these activities. *The Pipelines Act 2005* (Vic) (the Act) and *Pipelines Regulations 2017* (the Regulations), provide a regulatory framework under which the development of a proposed pipeline must follow.

The project is also subject to a broader range of legislation not specific to pipeline construction and operation. This may include, but is not limited to:

- *Airports Act 1996*
- *Aboriginal Heritage Act 2006 (Vic)*
- *Environment Effects Act 1978 (Vic)*
- *Environment Protection and Biodiversity Conversation Act 1999*
- *Heritage Act 2017 (Vic)*
- *Planning and Environment Act 1987*
- *Native Title Act 1993*
- *Water Act 1989*

The Act and the Regulations include the manner in which the pipeline proponent, regulatory authorities and potentially affected land owners, occupiers and stakeholders engage on the project.

Private and Public landowners and occupiers

Viva Energy will initially be seeking to meet with landholders and occupiers to introduce the project and seek feedback regarding the preliminary pipeline alignment. Meeting directly with landowners helps us to better understand the nature of the impacted property and address specific concerns through design and construction stages.

AS PART OF THIS ENGAGEMENT PROCESS, AFFECTED LAND OWNERS AND OCCUPIERS WILL RECEIVE THE FOLLOWING 'NOTICES':

Notice of Intent to Enter Land:
Advice that the pipeline proponent seeks access to land to perform survey activities to inform pipeline development.

Notice of Corridor:
Advice of the proposed pipeline corridor.

Notice of Application:
Advice if a proponent has applied to the Minister to construct and operate a pipeline

Further information regarding this process may be viewed on the project website: vivaenergy.com.au/operations/our-pipelines/projects

Land Access

Viva Energy will be seeking landholder and occupier agreement to provide access to land along the proposed pipeline alignment so that more detailed investigations can be undertaken, such as ecology and cultural heritage surveys.

Land access would also be required to develop, construct and operate the pipeline. The type of access and nature of associated activities would vary throughout the life of the project.

SURVEYS AND FIELD STUDIES PHASE

Temporary access would be required to perform assessments or surveys, along the proposed pipeline route. These activities may range from visual inspections to physical works, such as establishing temporary bore holes for soil samples.

Environmental field studies which are likely to require access to private land include the following surveys:

- Ecology – flora, fauna and aquatic ecology
- Soils and geology
- Cultural heritage

CONSTRUCTION PHASE

Temporary access would be required to prepare the workspace for construction. This is referred to as construction 'right of way'. This would include space for vehicle access, soil stockpiling and pipeline materials.

OPERATIONAL PHASE

Ongoing access would be required for operating and maintaining the pipeline.

Land Easement Agreements

Viva Energy would seek to purchase easements from affected landowners following confirmation of the proposed pipeline alignment.

An easement is an agreement registered on the title of the land that sets out the rights of a pipeline owner/operator to install, operate and maintain the pipeline and also defines the restrictions on the landowner in the area of the easement.

Viva Energy commits to dealing with all affected landowners and occupiers in an open and respectful manner to provide fair, adequate and equitable compensation in reaching agreement on a pipeline corridor.

The Act provides the framework for easement establishment, including potential application of the Land Acquisition and Compensation Act 1986 in the event that reasonable efforts have been unsuccessful with affected landowners.

Landowners would be notified of any request by Viva Energy to the Minister for consent to compulsorily acquire an easement and would then have the opportunity to make submissions to the Minister before a decision is made.

Independent Legal Advice

Land owners and occupiers affected by the pipeline may seek independent legal advice on any concerns they may have with regard to legal implications of the activities which could include the project's potential impact on their land. Pre-defined and agreed reasonable costs incurred in seeking legal advice in relation to the pipeline will be reimbursed by Viva Energy.

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How to contact us?

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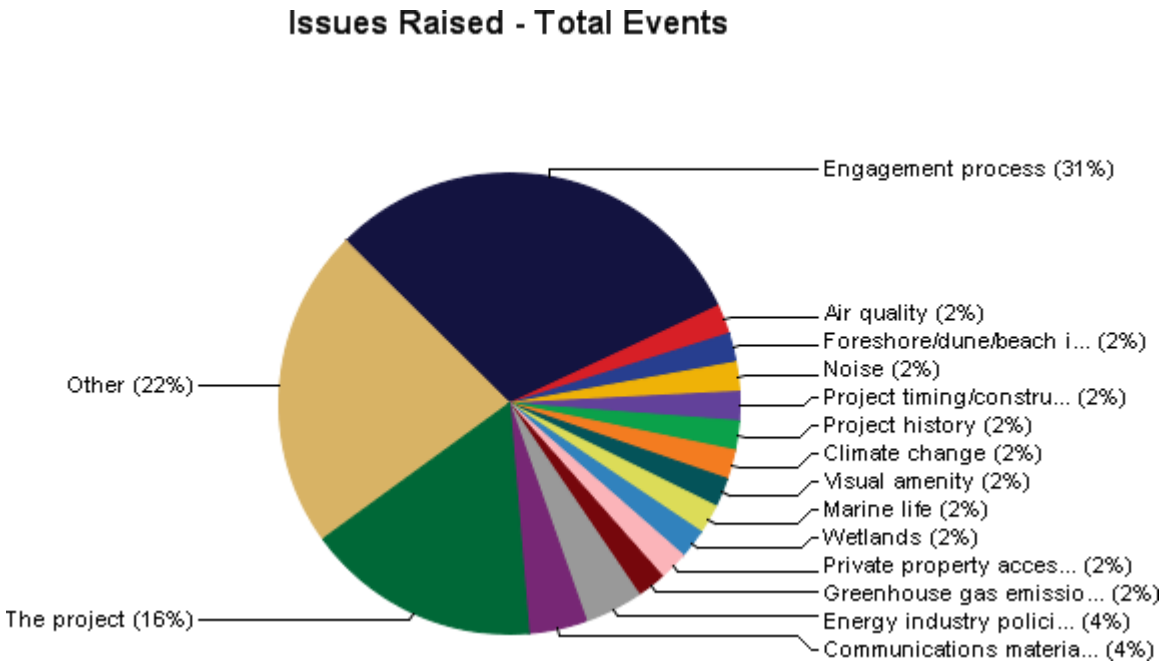
Appendix 7: Sample consultation and issues register – NOT actual data

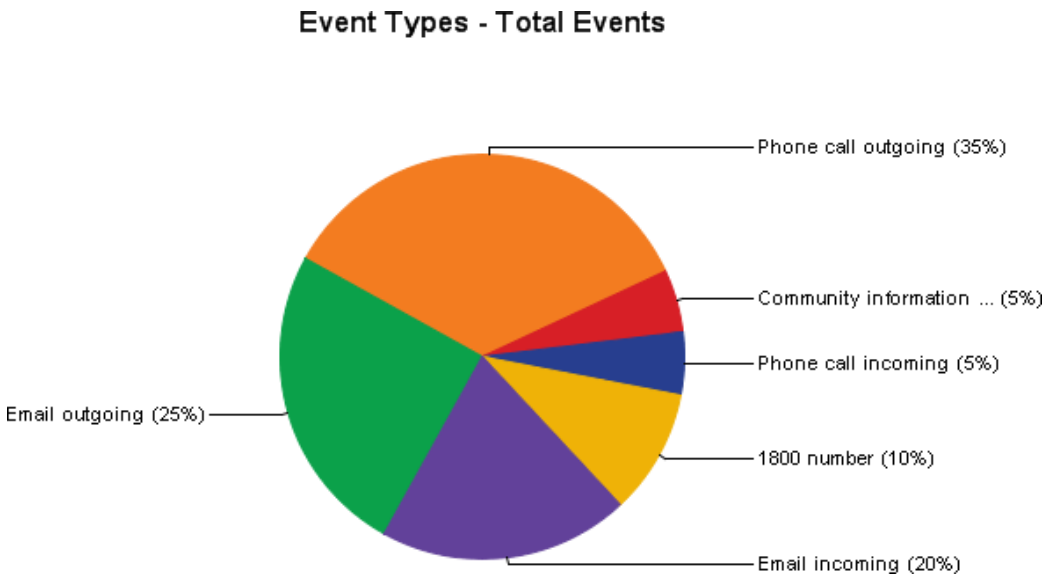
Report Parameters

Date Between Saturday, 1 March 2019, Monday, 31 March 2019

Issues	Events	Stakeholders	
		distinct	total
Engagement process	15	25	31
The project	8	21	24
Communications materials/platform	2	2	2
Energy industry policies and issues	2	18	18
Flora and Fauna	1	17	17
Greenhouse gas emissions	1	17	17
Private property access	1	17	17
Wetlands	1	17	17
Foreshore/dune/beach impacts	1	17	17
Air quality	1	17	17
Project timing/construction program	1	17	17
Visual amenity	1	17	17
Climate change	1	17	17
Project history	1	17	17
Noise	1	17	17
Other	11	139	139
Total Event search	20	27	36



Event Types	Events	Stakeholders distinct	Stakeholders total
Phone call outgoing	7	5	7
Email outgoing	5	4	5
Email incoming	4	3	4
1800 number	2	1	2
Community information session	1	17	17
Phone call incoming	1	1	1
Total Event search	20	27	36



Event Type	Event Date	Stakeholders	Summary	Stakeholder Comments	Team Response
1800 number	20 June 2019	#### ####	Information session	Wants to attend community info session	Gave Mr XXXX all information session details and advised he could attend without RSVP
Phone call	13 July 2019	#### ####	Easement negotiation	Landholder documentation review	Documents to be re-sent
Complaint	3 August 2019	#### ####	Driveway Access	Trucks unable to access gate due to soil stockpile	Construction contractor to relocate soil immediately