






1 March 2019

Consultation Plan

Western Outer Ring Main Project

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Revision history:

Version No. Amended	Summary of amendment(s)	Date
0	Updates throughout to address regulator comments	15/01/19
1	Attachment E – Project Information Brochures Updated	01/03/19

Note: Changes prior to Revision 0 are not recoded in the revision history.



1 Introduction

APA VTS Australia (Operations) Pty Limited, a subsidiary of the APA Group (APA) is proposing the construction and operation of the Western Outer Ring Main (the Project), a 500mm diameter gas transmission pipeline between Plumpton and Wollert to connect the eastern and western sections of the Victorian Transmission System (VTS).

APA has prepared this Consultation Plan to address how it proposes to consult and interact with stakeholders, including landowners and occupiers, likely to be affected by the Project. This Consultation Plan identifies key objectives, tools and desired outcomes from the engagement with the relevant stakeholders.

All activities performed in accordance with this Consultation Plan shall comply with the relevant acts, regulations, standards and codes of practice of all regulatory authorities having jurisdiction over the activities. When conflict exists between various applicable documents, the following order of preference shall apply, in decreasing order of precedence:

- Acts of law or other legislation;
- Government licenses and permits;
- APA Standards; and
- Local standards.

Where APA requirements are more stringent, they shall take precedence. Any identified discrepancies in this Consultation Plan should be reported to the document owner for remedy. If you are reading a hard copy of this document, please consider it uncontrolled.

1.1 Purpose and scope

This Consultation Plan is prepared in accordance with Part 4, Division 1 of the Victorian *Pipelines Act 2005* (**Pipelines Act**) and requirements of the *Pipelines Regulations 2017* (**Pipelines Regulations**). Section 17 of the Pipelines Act outlines the requirements for a consultation plan. A checklist of these requirements with the contents of this Plan is provided in **Attachment A**.

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The purpose of consultation with stakeholders is to discuss with them the background of the project and reason for the gas pipeline, seek feedback and to establish how APA can;

- a. Establish sound consultative processes relating to the construction and operation of the Project
- b. Determine the most efficient and suitable route for the pipeline
- c. Protect the public from environmental, health and safety risks resulting from the construction and operation of the pipelines; and
- d. Ensure that the Project is constructed and operated in a way that minimises adverse environmental impacts and has regard for the need for sustainable development.

The Consultation Plan describes:

- The rationale for the Project
- Why information will be distributed and collected
- How information will be communicated to, and collected from, the respective stakeholders
- What information will be collected and distributed
- When information will be collected and distributed; and
- How the consultation plan will be monitored for effectiveness.

The Consultation Plan is based on the intent of the following guidance documents:

- The Australian Pipelines and Gas Association (**APGA**) *Stakeholder Engagement Guidelines* (2015);
- The APGA and Victorian Farmers Federation's (**VFF**) *Pipeline easement guidelines* (2009);
- The former Department of Primary Industry's *Guidelines for the preparation of pipeline consultation plans – Pipelines Act 2005*;
- The International Association for Public Participation Australasia (IAP2's) *Public Participation Spectrum* (2014); and

- The Victorian Auditor-General's Office *Auditing in the Public Participation in Government Decision-making – Better practice guide* (2015).

These guidelines intend to promote best practice and a positive relationship between relevant stakeholders and pipeline companies and meeting relevant regulatory requirements for the content requirements of a consultation plan.

1.2 Abbreviations

The abbreviations used in this document are listed in **Table 1.1**. A glossary of commonly utilised pipeline industry terminology has been attached as **Attachment B**.

Table 1.1: Abbreviations

Item	Definition
APA	APA Group
APGA	Australian Pipelines and Gas Association
BLP	Brooklyn Lara Pipeline
CEMP	Construction Environmental Management Plan
DELWP	Victorian Department of Environment, Land, Water and Planning
EE Act	<i>Environment Effects Act 1978 (Vic)</i>
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999 (Cth)</i>
ESV	Energy Safe Victoria
HSE	Health, safety and environment
LDP	Longford Dandenong Pipeline
MAOP	Maximum Allowable Operating Pressure
Pipelines Act	<i>Pipelines Act 2005 (Vic)</i>

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Item	Definition
Pipelines Regulations	<i>Pipelines Regulations 2017 (Vic)</i>
SWP	South West Pipeline
The Project	Western Outer Ring Main Project
UGS	Underground Gas Storage Facility
VFF	Victorian Farmers Federation
VNI	Victorian Northern Interconnect
VTs	Victorian Transmission System
XIC	X-Info Connect

1.3 Document references

All work performed in accordance with this Consultation Plan shall be in conformance with the current issue, including amendments, of those national and international standards, codes of practice, guidelines and APA documents listed in



Table 1.2.

Table 1.2: APA referenced documents

Item	Definition
120-PR-QM-0001	Document Control Procedure
320-PL-HEL-0015, 320-PL-HEL-0016, 320-PL-HEL-0017 & 320-PL-HEL-0018	Operating Environmental Management Plan – VIC
560-PR-QM-0001	Landowner Engagement Procedure
560-PR-QM-0004	Authorised Third Party Works Management Procedure
GD-A-1051	Community Consultation Planning Guide
POL-A-2010	Community Consultation Policy

2 Project overview

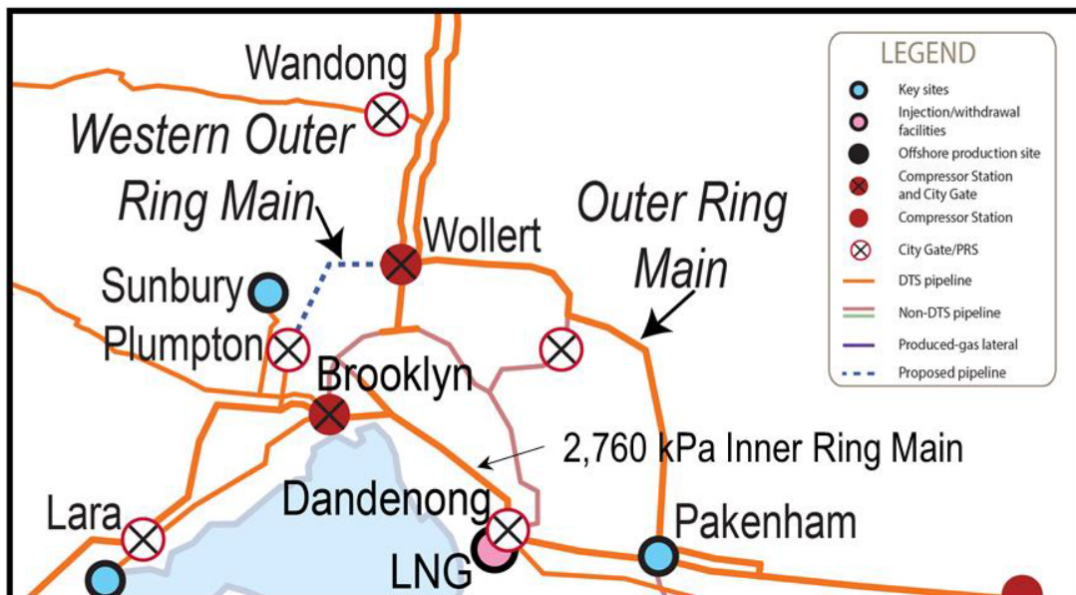
2.1 The Project

The Western Outer Ring Main is a proposed 500mm diameter high pressure gas transmission pipeline between APA’s existing Plumpton Regulating Station and the Wollert Compressor Station (located ~30km north east of Plumpton) which will provide an additional connection between the eastern and western pipeline networks of the Victorian Transmission System (VTS).

The pipeline will occupy an easement of nominally 30m width and be buried for its entire length to a minimum depth of 900mm. Additional compression and a regulating station are also proposed as part of the Project at APA’s existing Wollert Compressor Station Site.

The pipeline and all the associated facilities will be designed, constructed, commissioned and operated in accordance with AS2885 and a Pipeline Licence, which would be required pursuant to the Pipelines Act.

Figure 2-1: Western Outer Ring Main



2.2 Proponent

APA is the proponent of the Project. APA is Australia’s largest natural gas infrastructure business, owning and/or operating approximately \$20 billion of energy assets. Its gas transmission pipelines span every state and territory in

mainland Australia, delivering approximately half of the nation's gas usage. APA has direct management and operational control over its assets and investments.

APA also has ownership interests in, and operates the Allgas gas distribution network, as well as operating the Australian Gas Networks (formerly Envestra Limited), which together have approximately 27,000km of gas mains and approximately 1.3 million gas consumer connections.

APA currently owns and operates 15,000km of natural gas pipelines, as well as owning or having interests in gas storage facilities, gas-fired power stations and wind/solar farms.

Further information on APA operations and activities is available on the APA website: <https://www.apa.com.au/>

2.3 Project Rationale

2.3.1 Victorian Transmission System Context

The Victorian Transmission System (VTS) has three main branches, as follows:

- The Longford Dandenong Pipeline (LDP) which lies between Dandenong in Melbourne's south east and South Eastern Victoria;
- The Victorian Northern Interconnect (VNI) which lies between Wollert in Melbourne's north and the NSW border; and
- The South West Pipeline (SWP) which lies between Brooklyn in Melbourne's west and South Western Victoria.

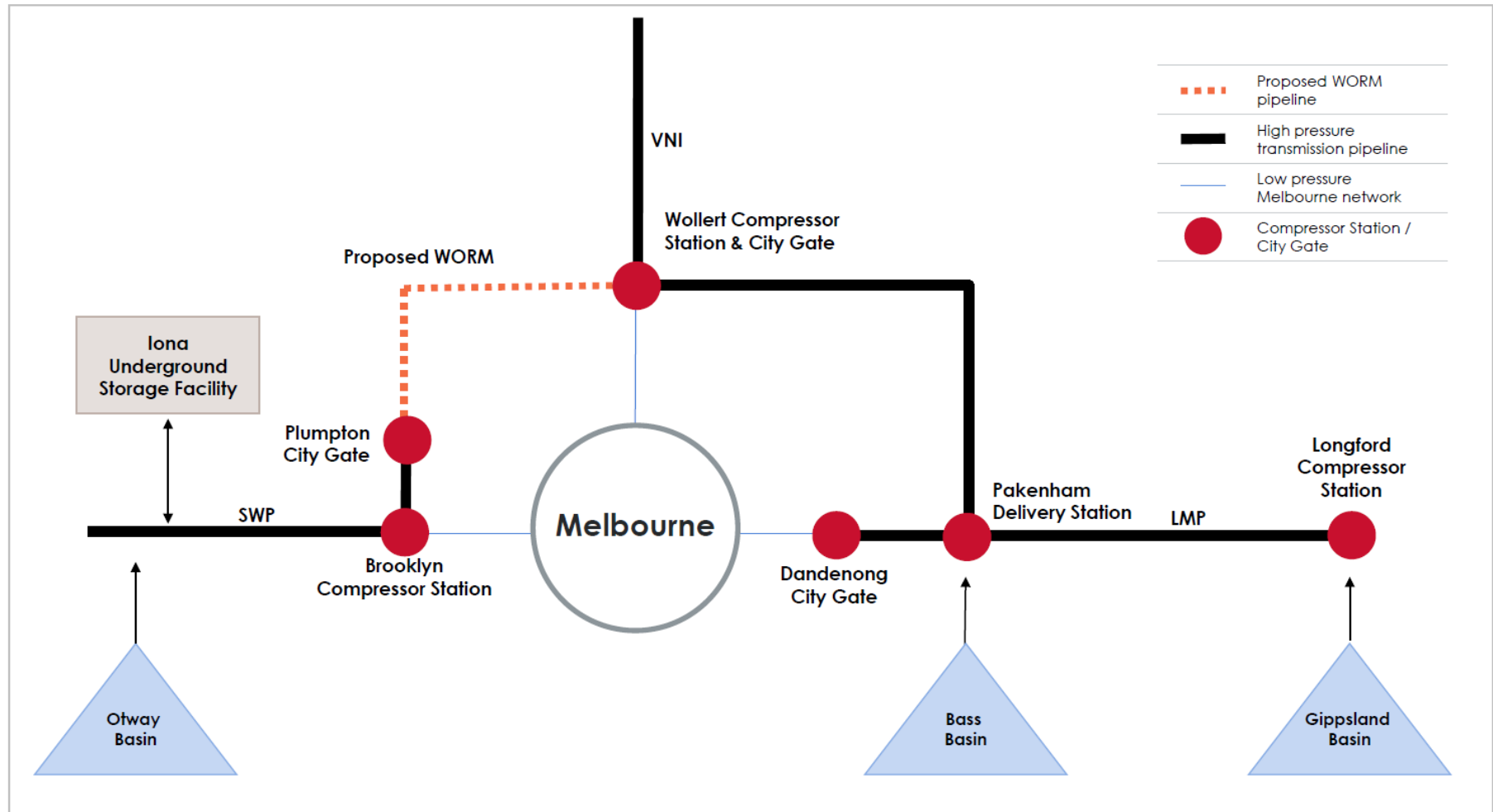
The LDP and the VNI are linked by the high pressure Outer Ring Main (Pakenham to Wollert Gas Pipeline) and this provides the ability to send gas under high pressure between these two pipelines. The Outer Ring Main is a 93.1km long 750mm pipeline with a Maximum Allowable Operating Pressure (MAOP) of 6,890 kPag.

There is no equivalent link, operating at high pressures, between either the VNI and the SWP or the LDP and the SWP. Sending gas between these non-linked pipelines involves using the lower pressure Melbourne pipeline network, and this limits the amount of gas that can be moved across Victoria in this direction. The Project is therefore the missing link in the VTS.

The schematic below (**Figure 2-2**) shows a diagrammatic representation of the VTS and the current constraint to gas flow between the east and west systems.

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Figure 2-2: Victorian Transmission System Schematic



2.3.2 *Natural Gas Storage Facilities*

Victoria has two major natural gas storage facilities, Iona Underground Storage Facility (UGS) and Dandenong LNG Storage Facility. Of these two, the more significant in terms of storage capacity is the Iona UGS with a total storage capacity of 26PJ (compared to 0.7PJ for Dandenong LNG).

Lochard Energy owns the Iona UGS. Located near the town of Port Campbell, the Iona UGS uses a depleted gas field to store natural gas. The storage facility is connected to the SWP with the ability to be refilled from the SWP as well as being able to inject into the SWP to flow gas to Melbourne.

AEMO¹ has identified that Victoria relies on Iona UGS to meet winter maximum gas demand and that without additional gas supply capacity, Victoria may face supply shortfalls from winter 2021. Refilling and withdrawal rates for the Iona UGS are currently limited by capacity on the SWP. The Project will increase the SWP transportation capacity towards Port Campbell (to support Iona UGS refilling) and towards Melbourne to support peak day demand. The Project will therefore play a key role in helping to avoid the supply shortages forecast by AEMO.

2.3.3 *Project benefits*

The primary benefit of the Project is system security enabling increased east-west flow capacity between Longford and Iona, and also gas to and from the Victorian Northern Interconnect (VNI).

2.3.3.1 *Unlocking capacity to and from port Campbell*

The Project would be able to move higher volumes of gas from the SWP, hence unlocking greater supply capacity to and from Port Campbell. This means higher refilling rates for the Iona UGS. Victoria relies on Iona UGS to meet winter maximum gas demand.

2.3.3.2 *Security of supply*

In the event of loss of supply from any of the market scheduled gas trains at Longford, Port Campbell (Iona UGS, Otway or Minerva) or Pakenham (Lang Lang), it would be possible for alternate supplies to be scheduled (i.e. using the Western Outer Ring Main).

¹ AEMO, Victorian Gas Planning Report Update, March 2018.

Flow constraints on either SWP / Brooklyn Lara Pipeline (BLP) or eastern systems are also removed with the Project.

2.3.3.3 *Operational benefits of the Project*

A direct connection between the Western Outer Ring Main and the Pakenham to Wollert pipeline would allow gas to flow at high pressure interchangeably between the east and west pipeline systems with fixed operating set points and without direct operator intervention. The VTS will therefore be able to operate within a tighter band of operation than is currently achieved.

With the Project, there will be better management of the VTS. The Project provides increased capacity to store gas within the pipeline system, having the following benefits:

- Linepack balancing: The capability of balancing linepack across the Western / Northern / Eastern systems using the Western Outer Ring Main and Wollert compressor hub reduces the risk of Longford or Port Campbell plant trip due to a high pressure constraint (e.g. early morning) in the supplying Longford or Port Campbell pipelines.
- Gas Powered Generation readiness: Management of linepack depletion due to short-term operation of Gas Powered Generation in the first half of the gas day becomes easier with the facility to transfer gas across the Western Outer Ring Main as required, matching the available supply to the demand location.
- Gas-on-gas competition: Ability to maintain gas contracts with the assurance that any surplus gas supply can be physically injected into the VTS, even in periods of low system demand.

2.3.3.4 *Reducing reliance on Brooklyn Compressor station site*

The Brooklyn compressors are currently used to refill the Iona UGS and also to maintain capacity on the Brooklyn to Ballarat and Geelong systems. The construction of the Project reduces the reliance on the Brooklyn compressor site both operationally and for future growth in capacity on the VTS.

With the Project, one compressor unit at Wollert would increase the capacity into the Iona UGS and would be achieved with significantly less than half the compression required compared to using two or more compressors at Brooklyn. Greater package efficiency (i.e. lower fuel per volume of gas

moved) is therefore achievable by compressing at Wollert into the Western Outer Ring Main.

The Project also has the advantage of reducing fuel gas consumption and compressor maintenance costs to manage flows between Longford and Port Campbell. There will also be less reliance on Brooklyn compressors to compress gas towards Port Campbell.

2.3.3.5 *Future growth*

The Project provides capacity within the VTS for future growth in demand. APA estimates that the Project would be required for growth (in addition to the current system security benefits) by 2025. The proximity of the project proximal to increasing areas of demand in Melbourne's northern and western growth corridors positions it ideally to address this growth.

In particular, the pipeline routes under consideration for the Project are well positioned to provide an offtake point for mains extensions to major new developments in the Kalkallo area as well as future connection provisions for new custody transfer meter stations at Sunbury South and Mickleham.

In combination with the Winchelsea compressor, the Project also provides additional capacity to support growth as a result of new Gas Fired Power Generation.

2.4 **Pipeline route selection**

2.4.1 *Project Alternatives*

A new high pressure pipeline between Plumpton and Wollert is the logical solution to address the identified constraints in the VTS. Possible alternative solutions to the Project such as a much longer pipeline west of Melton and north west of Sunbury or a pipeline south of the Melbourne urban area and across Port Philip Bay would come at considerably greater cost, which would ultimately be passed on to consumers, and therefore have not been further considered.

2.4.2 *Constraints identification*

APA identified key constraints between Plumpton and Wollert which were then used to inform development of pipeline route options. Key constraints for the area between Plumpton and Wollert were as follows:

- Areas of existing residential and industrial urban development at Taylors Hill, Hillside, Diggers Rest, Caroline Springs, Bulla, Greenvale, Mickleham, Merrifield, Roxburgh Park, Kalkallo, Craigieburn, Somerton and Epping
- Areas where urban development planning is proposed or well-advanced within the urban growth boundary in line with approved or proposed precinct structure plans
- Existing and proposed quarrying operations
- The location of major public and private facilities, including the Calder Park raceway, the Commonwealth quarantine station at Mount Ridley, and Melbourne Water operated assets at Greenvale Reservoir and the Kalkallo retarding basin
- The location of existing major transport infrastructure including Melbourne Airport, the Sunbury and Craigieburn rail lines, the Calder and Hume freeways, and arterial roads
- Major topographic features, comprised of steeply incised valleys (Deep Creek, Emu Creek and Jacksons Creek) and rises (Mount Fraser, Bald Hill, Redstone Hill, Aitken Hill, Mount Ridley, Woody Hill, Summer Hill)
- Areas of high biodiversity value, including Organ Pipes National Park, Woodlands Historic Park, Holden Flora Reserve, Mount Ridley and Craigieburn Grassland nature conservation reserves, conservation areas prescribed under the Melbourne Strategic Assessment (MSA), likely occurrences of threatened species and ecological communities, and Merri Creek; and
- Features and areas of social and cultural heritage significance, such as areas of indigenous cultural heritage sensitivity, sites listed on the Victorian Heritage Registry and inventory including the Holden cobbled stone road and Mickleham Avenue of Honour, Merri Creek, Jacksons Creek and places of religious significance.

2.4.3 *Route Selection Process*

Project specific pipeline route selection objectives were developed based upon the key constraints and opportunities identified during an initial assessment of potential route options. Based on this assessment five technically feasible route options were developed for detailed assessment before a preferred pipeline route is selected.

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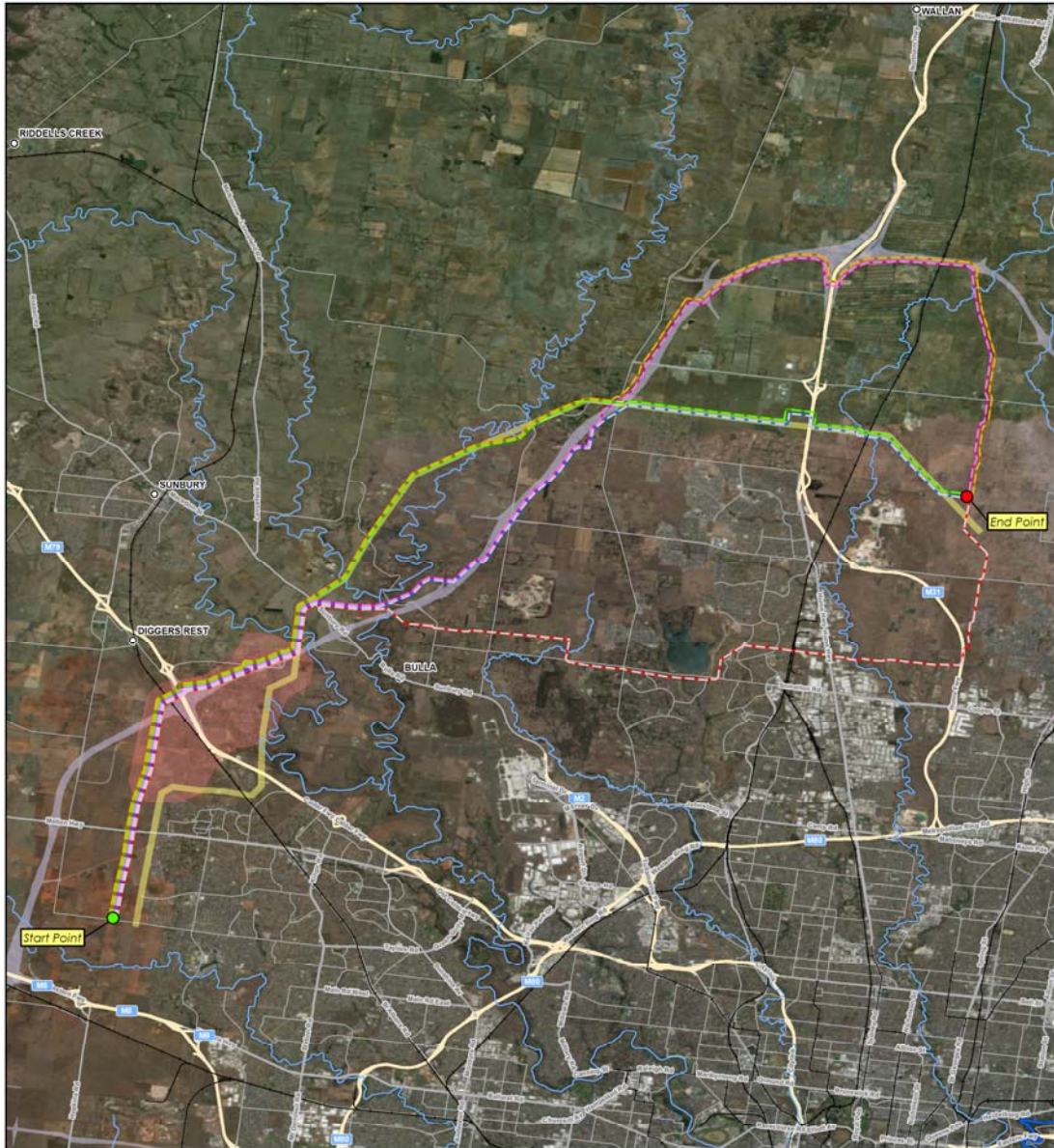
Specific parameters for qualitative and quantitative assessment of the pipeline route options were then identified. The assessment criteria have been developed in line with the objectives of the Pipelines Act, the Australian Pipelines and Gas Association (APGA) Code of Environmental Practice and AS 2885. These criteria are:

- Capital cost
- Relative length
- Constructability
- Operability
- Infrastructure
- Approvals
- Community
- Land; and
- Environmental and heritage.

A ranking and scoring system will then be applied to each of the options based on the above criteria. APA will consult with relevant stakeholders during the route selection process as described in Section 5.1 below.

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Figure 2-3: Western Outer Ring Main Route Options



<p>LOCATION DIAGRAM</p> <p>VIC BALLARAT MELBOURNE GEELONG WARRAGUL</p> <p>APA Group does not guarantee the accuracy or completeness of the map and does not make any warranty about the data. APA is not under any liability to the user for any loss or damage (including consequential loss or damage) which the user may suffer resulting from the use of this map. This map is confidential and the information and details contained in it are not to be released to the public without the prior written consent of APA Group. © APA Group 2017</p> <p>APA Group Phone: +61 1800 941 15 Web: www.apa.com.au Email: transmissions@apa.com.au</p>	<p>LEGEND:</p> <ul style="list-style-type: none"> ○ Town — Large Watercourse — Medium Watercourse — Rail — Western Outer Ring Rd — HV Power Easement — Area requiring further assessment of sub-options <p>Alignment Options</p> <ul style="list-style-type: none"> — Option A — Option B — Option C — Option D — Option E 	<p>DRAFT</p>	<p>PROJECT: WESTERN OUTER RING MAIN</p> <p>TITLE: Route Option Analysis</p> <p>SUBTITLE: Options A, B, C, D & E</p>																																
			<p>DATE: 22/11/2018</p> <p>DATA SOURCE: Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community</p> <p>DOCUMENT NUMBER: WPT-MAP-L-0008</p> <table border="1"> <thead> <tr> <th>Revision</th> <th>Description</th> <th>Drawn</th> <th>Checked</th> <th>QC</th> <th>Approved</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>0.4</td> <td>DRAFT</td> <td>BT</td> <td></td> <td></td> <td></td> <td>20/11/18</td> </tr> <tr> <td>0.3</td> <td>DRAFT</td> <td>ST</td> <td>JF</td> <td>JF</td> <td></td> <td>21/11/18</td> </tr> <tr> <td>0.2</td> <td>DRAFT</td> <td>MB</td> <td>JF</td> <td>JF</td> <td></td> <td>24/09/18</td> </tr> <tr> <td>0.1</td> <td>DRAFT</td> <td>MB</td> <td>BC</td> <td>TH</td> <td>JF</td> <td>24/09/18</td> </tr> </tbody> </table> <p>SCALE: 1:140,000 @ A3 GCS GDA 1994</p>	Revision	Description	Drawn	Checked	QC	Approved	Date	0.4	DRAFT	BT				20/11/18	0.3	DRAFT	ST	JF	JF		21/11/18	0.2	DRAFT	MB	JF	JF		24/09/18	0.1	DRAFT	MB	BC
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3 Consultation approach

3.1 APA Policy

APA has a Community Consultation Policy (POL-A-2010) that serves to explain APA's approach to community consultation. The policy applies to all staff and contractors of the entities that make up APA Group and/or represent APA in the community. As such, the Project will be developed in accordance with the Community Consultation Policy.

The Community Consultation Policy outlines the following values and commitment with respect to consultation processes:

“APA values and respects its relationships with the communities in which its assets and operations exist and focuses on ensuring that it remains engaged with its stakeholders to inform and engage them in meaningful ways on the activities it undertakes.

APA recognises that every community has insights, knowledge and experiences that can add value to, or improve the outcomes of, proposed activities it may take in a location. By tapping into these insights, knowledge and experiences, APA can improve its decision-making processes and develop better ongoing sustainable solutions.

APA is committed to meeting all applicable regulatory and legislative requirements and working with regional government group to fully communicate its approach and principles.

APA is also committed to building and maintaining relationships with all its stakeholders and ensuring each stakeholder community is recognised and listened to as appropriate to its ongoing work or specific projects.”

In addition, APA has developed a Community Consultation Planning Guide (GD-A-1051), which assists staff to adhere to the above policy when identifying the appropriate approach and level of consultation for the activity they are to undertake. In addition to external guidance documents, this guide has been relied upon in the preparation of this Consultation Plan.

3.2 Consultation objectives

The primary objectives of the consultation activities proposed under this Consultation Plan are to:

- Ensure a consistent consultation approach is adopted during the Project

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- Meet the statutory requirements and expectations of regulatory agencies in relation to the consultative processes used by the Project for engaging with stakeholders
- Ensure that consultation activities enable stakeholders to better understand the Project through the timely distribution of Project information that is presented in an understandable format
- Ensure that APA is able to understand the views of stakeholders
- Ensure landowners and occupiers are sufficiently informed about the Project, the aspects that they can influence, and their rights
- Allow landowners and occupiers to have input into those aspects of the Project that could affect them; and
- Outline the process of consultation with landowners and occupiers and the complaints process, to ensure consistency with regulatory requirements.

This Consultation Plan is an action document that guides staff in undertaking and reporting on community consultation and engagement for the Project. It sets out strategies and activities that need to be taken and aligned to the Project development timeframe.

3.3 Consultation outcomes and reporting

APA is focused on achieving positive community consultation outcomes as part of its business activities. As such, the following consultation outcomes will be utilised to benchmark the consultation undertaken as part of the Project:

- Positive relationships are formed between APA and its stakeholders
- Affected community stakeholders are fully notified and engaged before any activity starts that may or will impact them or their environs
- Clear and transparent information was provided to allow the community to engage and respond appropriately to our consultation processes
- Appropriate forums were offered and provided to ensure full understanding of the impact APA may have on community activity, environs or land; and
- APA is seen as a business of integrity that is respectful of the communities within which it operates, while being fully engaged and accountable for its activities.

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In summary the consultation process is designed to be transparent, respectful and iterative, with statutory approvals subject to issues identified during consultation being addressed. Specific criteria with respect to desired outcomes have been developed for each phase of the consultation programme. These criteria are outlined in Section 5.0

APA will generate monthly reporting to the Department of Environment, Land, Water and Planning (**DELWP**) on the consultation undertaken with external stakeholders in the previous month, including specific reference to any complaints or grievances. The reporting will be undertaken until completion of the regulatory approval process, by way of acceptance of the Construction Environmental Management Plan (**CEMP**) and Construction Safety Management Plan (**CSMP**). Following this, regulatory reporting will be undertaken in accordance with the approved management documentation.

This reporting of consultation activities will be based on a calendar month and be provided to DELWP within five (5) business days of the end of the reporting period (being the end of month). A template of this reporting has been provided for reference in **Attachment C**.

Information to address all commonly raised issues will be provided through the FAQ's published on the Project website.

All media enquiries will be directed to a dedicated person within APA's Media and Communications Group responsible for handling media enquiries on behalf of the Project.

4 Identification of relevant stakeholders

This Consultation Plan has been prepared to engage and consult with stakeholders that may be impacted by the Project. The Consultation Plan generally seeks to engage with stakeholders with a non-technical interest such as the general community, private and public landowners, land occupiers, indigenous groups and local interest groups directly impacted by the Project.

It is acknowledged that additional government and private entities will be consulted during the design and approval processes for the Project, which may occur outside of the processes outlined in this Consultation Plan.

As a minimum, stakeholders that are to be engaged as part of this Consultation Plan are identified in **Attachment D**. The matrix in **Attachment D** also includes responsibilities for engagement and ongoing relationship management. It is with these parties that APA seeks to build an open, ongoing relationship to facilitate clear channels of communication and feedback.

5 Project development and stages of consultation

The Consultation Plan has been developed around different stages of the Project's development. These stages form logical phases of consultation, with distinct aspects in relation to the provision of information, the method of consultation and level of engagement required with relevant landowners and other stakeholders for each stage. The relevant stages along with a description of the likely consultation requirements for each stage are illustrated in **Figure 5-1**.

The identified stages of development and phases of consultation have been identified as follows:

1. Information gathering for route selection
2. Initial stakeholder engagement
3. Obtaining land access for surveys
4. Agreement on pipeline corridor
5. Completion of regulatory approvals
6. Pipeline construction; and
7. Pipeline operation.

These stages generally follow the APGA/VFF's *Pipeline easement guidelines* (2009) stages of feasibility, approvals, construction and operation. The following sections of this Consultation Plan provide greater detail on the purpose, means and timing of each stage of the Project's development. The proposed schedule of each of these stages for the Project is detailed in Section 10.

Throughout the development of the Project, landowners will be encouraged to actively participate in discussions with APA representatives and raise questions where they may have concerns. Where a query cannot be addressed by APA personnel (generally experienced land access officers) to the satisfaction of the landowner, a more detailed response will be provided from an appropriate level of expertise.

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Figure 5-1: Summary of project stages



5.1 Phase 1: Information gathering for route selection

As part of the route selection process and in determining the preferred route option for the Project, APA will meet with relevant stakeholders (such as but not limited to Local Councils, VicRoads, DELWP, Ausnet) in order to ensure that the route selection process takes proper account of relevant considerations including land use planning and development, co-location with existing and proposed infrastructure, environment and heritage values and impacts on landowners and other community values.

Relevant issues raised during this initial consultation will be considered when finalising the preferred pipeline route for the Project. The outcomes of the route selection process will be documented in a Route Selection Study which will be publicly released as part of the initial public announcement of the Project.

5.1.1 Purpose of the consultation

The purpose of the consultation associated with this phase is as follows:

1. To provide an introduction to APA and background information regarding the Project
2. To provide information on the constraint identification and route selection process being undertaken by APA for the Project; and
3. To discuss any potential issues or concerns of stakeholders or the communities they represent relating to the area of interest so that these issues can be appropriately taken into account during the route selection process.

5.1.2 Means of consultation

During this stage of consultation APA propose to meet face-to-face with stakeholders that are likely to be able to provide information of relevance to the route selection process, including:

- Department of Environment, Land, Water and Planning (DELWP)
- Ausnet (HV Powerlines)
- Energy Safe Victoria (ESV)
- VicRoads
- Representatives of the following LGA's: Melton City Council, Hume City Council, Mitchell Shire Council and Whittlesea City Council

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- Melbourne Water; and
- Other interest groups identified as an outcome of consultation with the above.

To inform this discussion, stakeholders will be provided with a map showing the area of interest for the Project as well as key features within this area (i.e. National Parks and Conservation Reserves, existing and proposed infrastructure easements, bioregional conservation status, major roads and waterways).

5.1.3 *Timing of consultation*

Consultation will be undertaken prior to the selection of a preferred pipeline route. The consultation will be used to inform the assessment of the options by APA.

5.1.4 *Monitoring and verification*

The effectiveness of the consultation undertaken in this phase will be verified against the following criteria:

- ✓ APA is able to provide a suitable level of information to key stakeholders regarding the constraints identification and route selection process
- ✓ All issues that may arise relating to the constraints identification and route selection process, as described in Section 2.4, are recorded and considered in the selection of the preferred pipeline route
- ✓ Key stakeholders are notified about the preferred pipeline route once this has been finalised by APA.

5.2 **Phase 2: Initial stakeholder engagement**

This phase of consultation will occur following the selection of a preferred pipeline route and is likely to be the first time landowners have contact with APA. It is therefore vital for a successful long-term relationship with APA that this consultation be handled with tact and understanding.

As part of the Project establishment processes, APA will develop a landowner database and a process for recording consultation with landowners that are potentially affected by the Project.

A letter explaining APA's intended approach for dealing with landowners and outlining the various phases of the Project will initiate the consultation process.

This correspondence is intended to provide an overview of the development of pipelines and associated infrastructure. Follow up consultation activities will aim to provide greater detail on the development of the Project and answer any queries landowner's may have.

As part of the initial stakeholder engagement, APA will also liaise with key regulatory approval authorities and interested stakeholders to inform them of the Project activities and likely timeframes.

5.2.1 Purpose of the consultation

The purpose of the consultation associated with this phase is as follows:

1. To provide details of APA and background information regarding the Project
2. To provide details of the landowners rights; and
3. To collect details pertaining to the property, which will be necessary for further communication and preparing other material associated with the Project.

5.2.2 Means of consultation

The initial contact with APA will be in the form of a phone call followed by an introductory letter and Project related collateral, which will preferably be provided to the stakeholder at an initial meeting.

This initial meeting will be conducted at the landowner's property or a nominated location, as suggested by the landowner. Where APA has an existing relationship with landowners the initial letter may be preceded by a telephone call to explain the purpose of the correspondence and provide an introduction to the Project.

During the initial meeting, the landowner will be encouraged to discuss aspects of their property which they consider may be relevant. This information will be recorded on a property information and contact details form and transferred to the landowner database. Notes which have value with respect to the design of the pipeline will be prepared and conveyed to the design engineers. If considered necessary a special visit to the landowner to discuss a specific or unique aspect may be organised with the design engineers.

APA will undertake face-to-face meetings with other relevant stakeholders in order to introduce the Project and seek support for the required activities to complete a suitably comprehensive assessment of the Project.

As part of this process, APA will present the parties with information regarding the Project development phases and information regarding potential impacts associated with high pressure gas pipelines. This will include at a minimum a brochure developed to inform landowners about who APA are, as well as a Project specific brochure. This information has been included in **Attachment E** for reference. Further materials will be provided as required to inform stakeholders of relevant project updates.

5.2.3 *Timing of consultation*

Whilst stakeholder engagement will be ongoing, engagement relating to this phase of consultation will be conducted following selection of the preferred pipeline route. APA will also have had initial discussions regarding the Project with key government agencies, including DELWP and relevant local councils, to identify any potential issues with the Project.

In accordance with Section 16 of the Pipelines Act, a proponent must have prepared a consultation plan (and have it approved by the Minister) prior to giving a notice of intention to enter land for survey (refer to Section 5.3.2) or giving a notice of a pipeline corridor (refer to Section 5.4.2). As such, prior to undertaking initial engagement with affected landowners APA will have sought and obtained the Minister's approval of this Consultation Plan.

5.2.4 *Monitoring and verification*

The effectiveness of the consultation undertaken in this phase will be verified against the following criteria:

- ✓ APA has prepared a stakeholder database to effectively manage communication and data generated through stakeholder consultation (refer to Section 11)
- ✓ APA has obtained the Minister's approval of this Consultation Plan prior to engaging affected landowners and other stakeholders; and
- ✓ APA undertakes initial stakeholder engagement in a manner that is respectful and no complaints are received regarding the conduct of APA employees or other personnel associated with the Project.

5.3 Phase 3: Obtaining land access for surveys

Following the initial engagement and introduction to the Project, APA will attempt to negotiate access to land for necessary field studies (e.g. geotechnical, environmental and cultural heritage). Access to both private and public land will be negotiated in this phase. These surveys are necessary for APA to understand any potential constraints in relation to construction and operation of the Project and to inform the specialist studies necessary for the preparation of management plans.

Depending on the level of comfort that affected landowners have with the introduction to the Project and initial engagement (refer to Section 5.1), the request to access land for surveys may form part of the initial landowner meeting. For some affected parties, multiple meetings to discuss the Project and subsequently to discuss the requirements of surveys may be required.

5.3.1 Purpose of the consultation

The purpose of the consultation associated with this phase is as follows:

1. To provide details of how APA intends to carry out the proposed survey activities
2. To provide details of the landowners rights (in relation to access for surveys)
3. To provide the landowner with a Notice of Intention to Enter Land for Survey, as required by the Pipelines Act
4. To secure agreement with the landowner in relation to the entry onto the land to undertake the necessary activities
5. To allow landowners an opportunity to provide information relating to local conditions and features of interest; and
6. To confirm any conditions of access onto private and public properties.

5.3.2 Means of consultation

Consultation with landowners in relation to access to land will occur in face-to-face meetings and likely follow-up telephone calls to formalise arrangements for specific surveys. At the time of these meetings APA will likely have engaged the specialist consultants to complete the relevant studies and will be in a position to discuss specific details of when and who will be requiring access to the land. If this level of information is unavailable at the time of

meeting, further written correspondence or telephone calls may be made to discuss specific survey requirements, depending on the landowner requirements.

As part of this meeting APA will provide a Notice of Intention to Enter Land for Survey to landowners. An example Notice of Intention to Enter Land for Survey has been included in **Attachment F** for reference. This form will be presented with a Land Survey Entry Agreement (refer to **Attachment F**), which if agreed, is to be signed by the landowner. This consent identifies that the landowner gives permission for APA (and its representatives) to enter land for survey purposes subject to any entry conditions that have been specified by the landowner. Entry to crown lands will require the consent of the Crown Lands Minister and a specific request will be made for this purpose.

APA (and its representatives) will at all times observe any special entry requirements and carry a copy of the signed Land Survey Entry Agreement when accessing private land. During these discussions, APA will identify with landowners that they are not obliged to enter into agreement with APA to allow entry to land, though under Section 22 of the Pipelines Act, APA may apply to the Minister where agreement cannot be reached with landowners. If further information is required on this process it can be supplied by APA representatives or independent legal advice.

Where landowners are interested in the outcomes of the survey (e.g. flora, fauna or heritage interest), the results of these surveys may be made available to landowners once finalised. It is noted, some information, such as the identification of cultural heritage locations, may be sensitive information and require the consent of additional stakeholder parties.

5.3.3 *Timing of consultation*

As previously stated, this consultation will be undertaken at the initial landowner meeting or soon after depending on the level of comfort that landowners have with the proposed process. Information will be supplied on specific survey requirements whenever this is available.

Entry onto private property will not be undertaken until agreement with the landowner has been secured. These agreements will outline the required notice periods that will be given prior to entering private land.

5.3.4 *Monitoring and verification*

The effectiveness of the consultation undertaken in this phase will be verified against the following criteria:

- ✓ APA is able to provide a suitable level of information to landowners to obtain voluntary agreements to enter private land
- ✓ Entry to private land is not undertaken without landowners agreement
- ✓ APA personnel (and its representatives) abide by all necessary entry requirements and notification periods prior to entering private land; and
- ✓ Any land that is entered into through the Minister's consent (i.e. access unable to be agreed with the landowner) shall be done so in accordance with the requirements of the Pipelines Act.

5.4 **Phase 4: Agreement of pipeline corridor**

Following completion of the required surveys, APA will have a good indication of constraints and minor alterations required to the Project design from a technical and environmental perspective. It is also likely that alterations to the initial Project design may occur as a result of consultation and engagement of landowners in relation to potential impacts on property management.

This phase of the consultation seeks to form an agreement with landowners on the Project location and any relevant arrangements that the parties would agree to minimise impacts from the construction and operation of the Project.

5.4.1 *Purpose of the consultation*

The purpose of the consultation associated with this phase is as follows:

1. To provide landowners with a Notice of Pipeline Corridor that indicates their property is under consideration for a high pressure gas pipeline, as required by the Pipelines Act
2. To identify any possible conflicts of land use and the proposed gas pipeline or any landowner concerns regarding the placement of a gas pipeline within their property
3. To ensure landowners understand the rights and obligations of an easement and the process that APA proposes to undertake to negotiate an easement (e.g. principles of compensation, relevant documents)

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4. To provide a copy of the proposed easement plan with the intention of confirming a satisfactory route
5. To introduce the valuer engaged on behalf of APA and to advise of the valuer's land access requirements
6. To advise landowners that reasonable professional fees relating to the Project will be met by APA
7. To discuss with the landowner in general terms the construction methodology and identify any specific issues, such as biosecurity, that may be important (if not already identified)
8. To establish any special conditions with respect to construction or property use or future use (if not already established) and arrive at a suitable amount of compensation
9. To advise landowners of the process in the event that agreement on compensation cannot be met (i.e. that an application to the Minister for consent to compulsorily acquire the required easement under the Pipelines Act may be necessary)
10. To explain the purpose and need for temporary working width and to enter arrangements associated with temporary working width; and
11. To identify landowners where it will be necessary to compulsorily acquire the required easement.

5.4.2 *Means of consultation*

By this point in the Project's development, land access officers will have developed relationships with affected landowners through prior consultation activities. As such, most consultation will continue at this level with the land access officer explaining key documents that are to be addressed during this phase of consultation. Once assured of the pipeline route by way of completion of the surveys (refer to Section 5.3), APA will provide landowners with a copy of the Notice of Pipeline Corridor. An example Notice of Pipeline Corridor has been included in **Attachment F**.

During this phase of the consultation, detailed discussions will be held regarding the process of pipeline construction and the rights and obligations of an easement to ensure the landowner is fully aware of their and APA's position.

A Project information sheet and summary of the construction process will be provided to landowners (if not provided already). These are included in **Attachment E** for reference. This description of potential impacts and a formal valuation that is to occur at this time will form the basis of the compensation offered to obtain an easement for the construction and operation of the pipeline.

Through this process APA expects to be corresponding with both landowners and their legal representation. It is anticipated a range of consultation approaches will be employed depending on the requirement and attitude of respective landowners. APA will ensure landowners are aware that APA will cover reasonable expenses associated with obtaining independent professional advice in relation to this process. These costs are required to be approved by APA prior to landowners incurring the expense to ensure the costs are reasonable.

5.4.3 *Timing of consultation*

The process of seeking agreement with landowners for an easement to construct and operate the Project will occur following the issue of the Notice of Pipeline Corridor. As previously stated, this notice will be issued once APA is confident in the proposed pipeline corridor (i.e. following completion of the field surveys).

The easement negotiations are likely to occur both prior to and during the regulatory approval phase of the Project's development.

If an application to the Minister for consent to compulsorily acquire the required easement (under the Pipelines Act) is required, it is noted that Section 90(3) of the Pipelines Act requires that any application can only be made after the end of six months from the giving of the Notice of Pipeline Corridor to landowners (unless an abridged period is agreed with the Minister).

5.4.4 *Monitoring and verification*

The effectiveness of the consultation undertaken in this phase will be verified against the following criteria:

- ✓ APA provides a Notice of Pipeline Corridor to all potentially affected landowners
- ✓ All issues that may impact on the construction methodology are recorded in the landowner database and passed onto the procured construction contractor

- ✓ APA undertakes the easement negotiations in a manner that is respectful and no complaints are received regarding the conduct of APA employees or other personnel associated with the Project; and
- ✓ If an application to the Minister to compulsorily acquire an easement is required, to be able to demonstrate that APA has taken reasonable steps to reach agreement with the landowners.

5.5 Phase 5: Completion of regulatory approvals

As part of the regulatory approval process, APA will be required to obtain any necessary State and Commonwealth approvals applicable to the Project.

At a State level the primary Project approval to the proposed works will be to obtain a Pipeline Licence under the Pipelines Act. Depending on the outcomes of the environment assessment, approvals may also be required under the Victorian *Environment Effects Act 1978 (EE Act)* and the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)*.

Where these processes are applicable there will be some level of public notification and review of Project documentation associated with each approval process. The assessment and approval of the Pipeline Project under these Acts reflect the primary Project approvals that are associated with public consultation, though it is noted that other secondary approvals may also be required under other Victorian legislation, such as the *Flora and Fauna Guarantee Act 1998*, *Road Management Act 2004*, *Aboriginal Heritage Act 2006*, *Catchment and Land Protection Act 1994* and *Country Fire Authority Act 1958*.

5.5.1 Purpose of the consultation

In relation to the Pipelines Act, the purpose of the consultation associated with this phase is as follows:

1. To notify interested stakeholders that an application has been made and that written submissions are sought on the application by the designated submission date
2. To provide affected landowners with the Notice of Pipeline Licence Application, as required by the Pipelines Act

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3. To allow affected and interested parties to review the Project location / design, environmental assessment and proposed environmental management framework that is proposed for the Project
4. To give affected and interested parties the opportunity to provide feedback to regulatory agencies on the pipeline route, environmental assessment and proposed environmental management framework that is proposed for the Project
5. To adequately respond to and address any matters raised in submissions made during regulatory public consultations; and
6. To provide regulatory agencies with a summary of how any submissions have been addressed to give confidence in the adequacy of the response to submissions.

5.5.2 *Means of consultation*

Consultation with affected and interested persons in relation to regulatory approvals will generally be associated with a notice of application that is published in one or more newspapers that circulate generally throughout Victoria. The notice will state where and when the public may review the relevant application documentation. This process is a statutory opportunity for affected parties to provide feedback on the application and any associated documentation.

In relation to the application for a Pipeline Licence, APA will provide a notice of the application to the following stakeholders (in accordance with Section 32 of the Pipelines Act):

- All owners and occupiers of land directly affected by the proposed pipeline (refer to **Attachment F**)
- The Planning Minister
- The Water Minister
- Any relevant Crown Land Minister for crown land affected by the pipeline
- Each responsible authority for an area affected by the pipeline; and
- Any Department Head of a State Government department, public authority, person or body specified by the Minister.

Where an environmental effects statement under the EE Act is required, coordination of the notice required under the EE Act, and the notice of application under the Pipelines Act, will occur in accordance with Section 33 of the Pipelines Act. For a referral under the EPBC Act, the Federal Environment Minister will place the relevant referral documentation on the Department of Environment's website and invite comments on the application. Further notification periods under the EPBC Act may be applicable depending on the required assessment process.

Public consultation sessions through this period will be arranged by APA. The timing of the public consultation is yet to be determined, though may be timed to coincide with any public consultation required as part of the regulatory approval process.

Following receipt of any submissions made during the public consultation, APA will respond to all genuine matters raised in the submissions. Personal visits and face-to-face meetings will be held where appropriate with submitters to discuss matters, particularly in relation to matters concerning pipeline routes. In some instances it may be appropriate to hold meetings with the appropriate regulatory agency in order to understand more complex issues.

5.5.3 *Timing of consultation*

The process of public consultation in relation to regulatory approvals is outlined in relevant legislation or regulations. APA will make applications and commence the regulatory approval processes once the requisite supporting materials have been prepared, which will generally require completion of the field surveys.

In order to submit the Pipeline Licence application, APA is required to have given each landowner in the proposed pipeline corridor a Notice of Pipeline Corridor (refer to Section 5.4.2).

5.5.4 *Monitoring and verification*

The effectiveness of the consultation undertaken in this phase will be verified against the following criteria:

- ✓ APA meets all regulatory requirements in relation to public notification of regulatory applications; and
- ✓ Matters raised in submissions to regulatory applications are addressed to the satisfaction of regulatory bodies.

It is noted that the number of submissions to regulatory applications generally has very little correlation to the consultation process. The number of irrelevant or general information request type submissions received may be an indication of inadequate consultation across other phases of the consultation programme and may require a review of the consultation approach if a large number of these submissions are received.

5.6 Phase 6: Pipeline construction

Pipeline construction is completed on a production line basis with a sequence of activities progressing along the pipeline route. As such, impacts to landowners at any one location are anticipated to be intermittent and manageable if suitable controls are implemented to avoid and minimise potential impacts.

APA will engage a suitably experienced construction contractor to undertake construction of the Project. The consultation associated with this phase is to ensure that landowners are fully aware of the likely activities prior to the commencement of construction. During construction it is important that landowners are aware of communication paths to notify and communicate with construction personnel. Following construction, communication will be relevant to the reinstatement and rehabilitation of disturbed areas.

5.6.1 Purpose of the consultation

The purpose of the consultation associated with this phase is as follows:

1. To advise landowners of the construction commencement and details of the proposed construction programme
2. To introduce the construction contractor's representative to the landowner
3. To advise the landowner of the appropriate communication protocols with both APA and the construction contractor during the construction period
4. To confirm with the landowner and the construction contractor property specific requirements that are to be followed with respect to individual landowner requirements
5. To provide additional details on specific construction activities (where required)

6. Address enquiries, issues and complaints that may arise during the construction programme; and
7. Inspection of the reinstated areas following construction and rehabilitation to obtain landowner sign-off on the reinstatement (damage release).

5.6.2 *Means of consultation*

As per previous phases of consultation, face-to-face consultation will continue to be the primary form of communication, with the provision of additional information resources (e.g. handouts, brochures) undertaken as necessary. APA will send all landowners a letter confirming that the Project is planned to proceed and the likely dates for construction of the Project. This notice will also include reference to the engaged construction contractor.

APA will introduce the landowner to the construction contractor's representative for the works. In addition to introducing the parties, the construction contractor will complete a property inspection report that details the contact information for the landowner, any above or below ground assets potentially impacted, and any operational requirements that need to be addressed by the construction contractor. This meeting ensures that these matters have been communicated effectively and to the satisfaction of the landowner and APA.

APA and the construction contractor will also formalise and communicate the appropriate communication paths for landowners to follow during construction. The construction contractor is likely to be responsible for general communication or enquiries with landowners regarding scheduling of activities and other minor issues, though APA representatives will also be involved where necessary. APA personnel will investigate and respond to any landowner claims or losses as necessary in consultation with the construction contractor.

APA and the construction contractor will also liaise with landowners to ensure that they are satisfied with the reinstatement of any disturbed areas. This process will be undertaken by both parties for a final clearance of the disturbed areas with the landowner. APA will then provide any relevant payment of damage releases and seek sign-off of a damage release form indicating that the restoration of land has been completed to an acceptable standard and the landowner is prepared to accept the disturbed area.

Depending on the scope of issues associated with the rehabilitation, this process may also require formal correspondence.

5.6.3 *Timing of consultation*

This phase of consultation is to occur prior to the commencement of construction activities and continue through construction of the Project until the landowner is satisfied with the rehabilitation of the disturbed areas. Due to this, the rehabilitation and damage release processes may occur during the operation of the pipeline (refer to Section 5.7.3).

5.6.4 *Monitoring and verification*

The effectiveness of the consultation undertaken in this phase will be verified against the following criteria:

- ✓ All enquiries, feedback and complaints are recorded and documented in the landowner database
- ✓ No complaints are received from landowners regarding construction related requirements that were not adequately communicated prior to construction; and
- ✓ Enquiries and issues raised by landowners are addressed in the manner that is agreed with landowners prior to construction.

Reported incidents will be recorded in an incident file by the construction contractor at the construction site office, for subsequent follow-up and resolution. Complaints of a serious nature will be escalated to the relevant construction managers and will form part of the regular construction site meeting agenda. Where appropriate these complaints will then be notified across construction personnel to ensure that learnings are taken into account, with a view to reducing the potential for future incidents.

5.7 **Phase 7: Pipeline operation**

The operation of high pressure gas pipelines typically have a very low impact on landowners and other third parties and, as the pipeline operation phase typically extends over decades, it is necessary to take steps to ensure that awareness of the gas pipeline is maintained. Given that a pipeline is a long-term infrastructure investment, it is in the interest of both landowners and APA to develop a sound relationship.

APA will also implement an easement maintenance program in order to maintain line of sight between established pipeline markers, ensure access along the easement is preserved and to manage physical land changes that may threaten the pipeline (e.g. erosion).

The operation and maintenance of the pipeline will be undertaken in accordance with APA's *Landowner Engagement Procedure* (560-PR-QM-0001) and the *Authorised Third Party Works Management Procedure* (560-PR-QM-0004). The Landowner Engagement Procedure identifies awareness objectives that are to be met and provides confidence that key messages are being communicated to external stakeholders, including landowners.

5.7.1 *Purpose of the consultation*

The purpose of the consultation associated with this phase is as follows:

1. To raise awareness of how APA operates its gas pipelines and associated infrastructure
2. To provide information of pipeline infrastructure
3. To outline unauthorised activities and detail the approval process for undertaking work in the pipeline easement
4. To provide information and support to mitigate land-use changes altering existing location classifications
5. Ensure that third parties are informed of APA's planned activities with regards to their interests; and
6. Provide knowledge to identify an emergency situation and what to do in such an event.

5.7.2 *Means of consultation*

APA will facilitate a handover of the pipeline asset from APA's Project personnel to the APA personnel that are responsible for operating and maintaining the asset (Field Services and Infrastructure Protection Teams). This handover process will occur within six (6) months of commencing operation of the pipeline, or following satisfactory rehabilitation of the land surface post-construction.

The frequency of pipeline awareness activities is determined through a Safety Management Study (SMS) for the pipeline asset, which includes a stakeholder

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risk assessment. Minimum consultation requirements have been determined as follows:

- All landowners are mailed an information pack on an annual basis, which contains an information booklet, landowner brochure and an APA branded gift
- All landowners will have a face-to-face visit, at a minimum of every three years, by an APA representative; and
- Notification to landowners regarding non-routine maintenance activities (e.g. chemical vegetation and weed control, excavations, etc.)

Access is undertaken by APA representatives as necessary to maintain vegetation (for line of sight), ensure access along the easement is preserved and to manage physical land changes that may threaten the pipeline (e.g. erosion). Generally this routine maintenance does not require landowner consultation.

The information booklet mailed annually as part of the information pack will contain key messages such as when to contact APA, APA contact details, emergency contact details, explanation of pipeline markers, guidelines for appropriate activities near pipelines, activities that may result in damage to the pipelines and methods of recognising threats to the pipeline and what to do in an emergency.

Where the SMS process has identified landowner activities as high risk the landholder will be contacted via face-to-face visits at a frequency that best addresses the individual risk factors identified in the SMS. For landowners undertaking high risk activities the minimum frequency of visits from an APA representative is annually.

In addition, APA shall facilitate meetings with regulatory and planning authorities (including local governments) that have jurisdiction over land in which APA has assets located annually.

Each landowner visit will be recorded on an operational landowner contact form, which is then included in the stakeholder management database, X-Info Connect (**XIC**). The XIC database forms the basis of the operational stakeholder management systems within APA.

5.7.3 *Timing of consultation*

Handover of the asset from APA project personnel to the Field Services and Infrastructure Protection Teams will occur within six (6) months of commencing operation of the pipeline, or following satisfactory rehabilitation of the land surface post-construction.

Engagement of landowners will occur for the life of the asset, at the frequency identified in Section 5.7.2 or on an as needs basis in the event of an enquiry, complaint or incident.

5.7.4 *Monitoring and verification*

APA will monitor the effectiveness of the Landowner Engagement Procedure and the Authorised Third Party Works Management Procedure, through the review processes outlined in these procedures. Compliance with these procedures is integral to confirm the suitability of the procedures in reducing the risk posed by third parties to APA's assets and management of external interface activities.

The operational procedures will document and confirm that:

- ✓ The landowner database of third parties is accurate and current
- ✓ The plans are being implemented in a timely fashion
- ✓ SMS outcomes have been incorporated into the plans
- ✓ The number of third parties that have been contacted as part of APA's activities; and
- ✓ Actions relating to any reported incident have been completed.

These processes will also be formally audited as part of APA's existing internal procedures. The requirement to have formal audits of these systems will be tracked in the APA Management of Audits, Regulatory Compliance and Operations Incidents System.



6 Media

All media enquiries will be directed to a dedicated person within APA's Media and Communications Group responsible for handling media enquiries on behalf of the Pipeline Project. The management and response to media enquiries will be in accordance with APA's media management protocols.

All personnel as part of the project induction will be informed of the relevant reporting protocols.



7 Complaints management

The primary stakeholder group from which APA anticipates to receive complaints is from landowners and occupiers impacted by the proposed pipeline route. Previous experience has indicated that complaints and grievances from other third-party stakeholders are rare.

Various channels exist for stakeholders to air their grievances (e.g. phone, email, face to face and online) and these channels will be promoted during all consultation with stakeholders. APA will also advise any complainant that they are able to raise issues with the pipeline regulator. The relevant contact details of the regulator are provided in Section 12.2.

APA will establish a Complaints Register which will be maintained throughout the life of the Project. The Complaints Register will provide a structure for the lodgement and management of all information in relation to complaints. All interactions with stakeholders, related to complaints submitted, and all further actions taken as a result will be recorded in this system.

APA will endeavour to acknowledge a complaint within 24 hours of receiving it and provide a timeframe for the follow-up and close-out of any investigation.

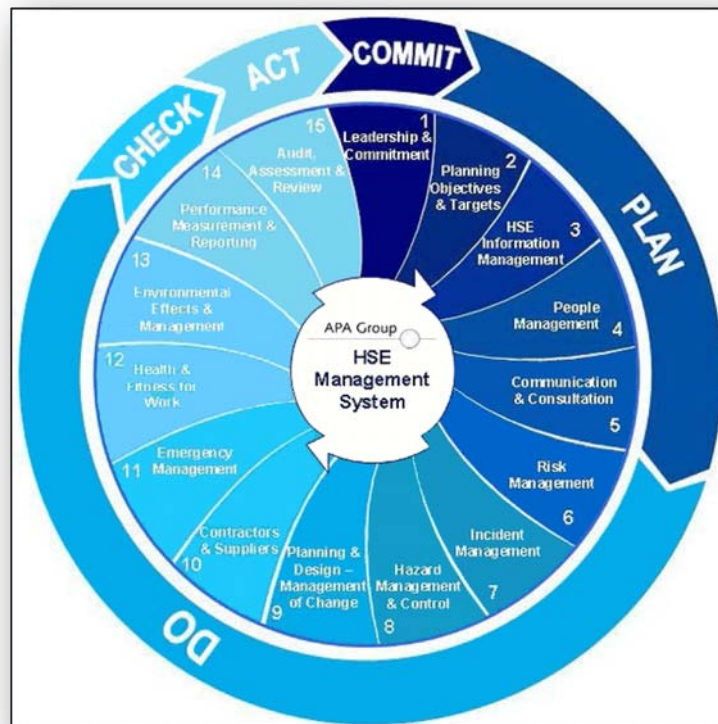
The Complaints Register enables the generation of a variety of reports for the review, presenting and auditing of complaints throughout the life of the Project.

8 Management of potential impacts

Potential adverse impacts on private and public land are to be avoided by pre-disturbance surveys of the land, consultation with landowners and occupiers, recommendations of specialist investigations and access and construction requirements agreed with the landowner. Where adverse impacts cannot be reasonably avoided the residual impacts will be minimised and then compensation for the impacts will be agreed with the landowner.

Potential adverse impacts on health, safety and the environment (**HSE**) will be managed within the framework of APA's HSE Management System, known as Safeguard. Safeguard is designed to ensure that information on health, safety and environmental requirements is provided to personnel in a relevant, accessible and understandable form. The broad relationships and linkages between the project's management plans and APA's HSE Management System are represented diagrammatically in **Figure 8-1**.

Figure 8-1: APA's HSE Management System, Safeguard



Safeguard is implemented at all levels of the business through position descriptions, operational and HSE management processes and procedures.

Information, training and awareness is provided to APA's employees and contractors to ensure that they are aware of APA's commitment and of their responsibility to comply with quality management and HSE management requirements.

Management documents prepared in relation to the Project will set out the plans, roles, responsibilities, procedures, and specific commitments required to carry out the project in accordance with APA HSE Policy. In addition to this Consultation Plan, the following key management documents shall be prepared to the satisfaction of the relevant regulatory agencies:

- **Construction Environmental Management Plan**

A CEMP will be developed and informed by information collected from any necessary field surveys. The document will identify sensitive environmental areas and detail the construction methodologies to minimise environmental impacts.

- **Construction Safety Management Plan**

Construction Safety Management Plan will be developed to meet the applicable APA policies, AS2885 requirements and Victorian *Occupational Health and Safety Act 2004* and the *Occupational Health and Safety Regulations 2007*. The document will detail the systems and processes the construction contractor shall implement including hazard alert protocols, incident reporting, safety meetings and hazard analysis processes.

- **Cultural Heritage Management Plan**

A Cultural Heritage Management Plan will be developed from the data generated from desktop studies, a standard assessment and if required a complex assessment. The document will detail the construction methodologies to minimise construction and ongoing operation impacts on sensitive cultural heritage areas.

- **Operations Environmental Management Plan**

In the development of an Operations Environmental Management Plan, ongoing activities that support the operation of the pipeline will be assessed and work practices defined to minimise impacts on the environment. APA has an existing Operations Environmental Management Plan that addresses APA's Victorian Transmission Network, and it is likely that this pipeline will be managed under this plan.



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- **Operations Safety Management Plan**

The Operations Safety Management Plan will be developed to provide an integrated safety management approach in line with APA's existing safety management policies and practices for pipeline operations.

9 Compulsory acquisition of land

9.1 Pipelines Act

The Pipelines Act and the Pipeline Regulations detail a process which has been described in the preceding pages to ensure that landowners are treated fairly and with respect leading up to the negotiation of easement rights. APA is committed to providing fair, adequate and equitable compensation to impacted landowners for disturbance and loss of production in accordance with the Pipelines Act, and the APGA/VFF's *Pipeline easement guidelines* (2009).

The Pipelines Act includes a provision which enables a proponent to apply to the Minister responsible for the Pipelines Act to permit compulsory acquisition of the required easement, providing the proponent is able to clearly demonstrate adherence to the required procedures.

It is noted that if APA cannot negotiate an easement agreement with a landowner, APA are not able to approach the Minister to seek the Minister's consent to compulsorily acquire the easement for a period of six months from issuing the landowner with the Notice of Pipeline Corridor (unless the Minister agrees to abridge this timeframes under Section 90(4) of the Pipelines Act).

Landowners affected by the Project are encouraged by APA to seek independent legal advice on any concerns they may have with regard to legal implications of the Project which could include the project's potential impact on their land and its use or any other legitimate concern. Pre-defined and agreed reasonable costs incurred in seeking advice in relation to the Project will be reimbursed by APA.

9.2 Land Acquisition and Compensation Act

The *Land Acquisition and Compensation Act 1986* and the *Land Acquisition and Compensation Regulations 2010* detail the process of compulsory acquisition having secured consent from the Minister responsible for the Pipelines Act. Following compulsory acquisition of the required easement, this Act also details how claims are made, how compensation is assessed and how issues and disputes are resolved. It also details the rights and obligations each party has with respect to the compulsory acquisition of an interest in land.

This Act provides for the securing of temporary occupation of land for the purposes of the Special Act, being the Pipelines Act.

10 Project timeframes

The proposed timeframes for each stage of the Project's development is summarised in **Table 10.1**. These stages are consistent with the phases of consultation that are further described in Section 5.

Table 10.1: Development timeframes of the Project

Stage	Activities	Indicative Timing
Phase 1: Information Gathering for Route Selection	Key stakeholder identification and consultation with key stakeholders regarding route selection.	1 month Completion: Q1 2019
Phase 2: Initial Stakeholder Engagement	Database establishment, consultation with regulatory agencies and initial landowner meetings.	2 months Completion: Q2 2019
Phase 3: Obtaining Land Access for Surveys	Seek agreement for land access, issue Notice of Intention to Enter Land for Survey and undertake necessary field surveys.	3 months Completion: Q4 2019
Phase 4: Agreement of Pipeline Corridor	Issue Notice of Pipeline Corridor, seek easement agreements and any required crossing agreements with third parties.	12 months Completion: Q3 2020
Phase 5: Completion of Regulatory Approvals	Make application for a Pipeline Licence (including other approval applications if required), issue Notice of Pipeline Licence Application, and obtain relevant State and Commonwealth regulatory approvals.	6 months Completion: Q4 2020
Phase 6: Pipeline Construction	Construction – clear and grade, trenching, pipe stringing, welding, special crossings, lowering in, backfill and reinstatement.	6 months Completion: Q2 2021
	Commissioning	1 month Completion: Q2 2021
	Final release – acceptance of level of reinstatement (rehabilitation and damage releases to continue into operation of the pipeline).	1 month Completion: Q3 2021
Phase 7: Project Operation	Operate the pipeline for the life of the asset	50+ year design life

11 Records management

APA will maintain a stakeholder management database for the life of the Project to retain information relevant to the development of the project, which is to include copies of data gathered in the field and from title searching, copies of correspondence, relevant discussion records and agreements for each landowner. The stakeholder management database, XIC, will also record enquiries, feedback and complaints raised and details of the relevant response resolution.

XIC will be used to record all external communications and stakeholder engagement activities. Consultation during the construction phase will be required to be recorded by the construction contractor utilising an equivalent system. Incidents affecting landowners, arising from the construction phase will be notified to APA and recorded for follow-up action by the construction contractor.

Copies of any agreements and discussion records will be left with landowners at the time of meeting or alternatively records will be made available to landowners or their legal representation on request.

11.1 Personal Information

APA is committed to handling and protecting personal information in accordance with Australian Privacy Principles set out in the Commonwealth *Privacy Act 1988*. Information collected in discussions with landowners will solely be used by APA, its representatives and the engaged construction contractors for project purposes.

All personal information received by APA is held either in electronic files on APA's computer systems or in physical files stored at APA's premises. Only APA personnel will have access to this personal information. APA takes reasonable steps to protect all personal information it holds by using necessary technology (i.e. firewalls) and systems to reasonably ensure that the information is secure from misuse, interference and loss, and from unauthorised access, modification or disclosure.

12 Further information

12.1 Proponent

A summary of the relevant company information and the details of the company representatives are presented in **Table 12.1**.

Table 12.1: Company's details

Details	Organisation						
Entity	APA VTS Australia (Operations) Pty Limited						
ACN	083 009 278						
Office Location	<table border="0"> <tr> <td>Head Office:</td> <td>Project Office:</td> </tr> <tr> <td>Level 19, 580 George Street</td> <td>Level 13, 60 City Road</td> </tr> <tr> <td>Sydney NSW 2000</td> <td>Southbank VIC 3006</td> </tr> </table>	Head Office:	Project Office:	Level 19, 580 George Street	Level 13, 60 City Road	Sydney NSW 2000	Southbank VIC 3006
Head Office:	Project Office:						
Level 19, 580 George Street	Level 13, 60 City Road						
Sydney NSW 2000	Southbank VIC 3006						
Website	www.apa.com.au						
Representative	<p>Mr Jim Fjeldsoe</p> <p>Access & Approvals Manager</p> <p>Phone: +61 402 847 367</p> <p>Email: jim.fjeldose@apa.com.au</p>						

12.2 Regulatory agencies

12.2.1 Department of Environment, Land, Water and Planning

DELWP, among other functions, is responsible for maintaining a licencing and permitting system for certain gas pipelines and regulates the pipeline industry in Victoria to ensure that environmental management standards are met. The primary approval to enable construction and operation of a transmission pipeline is a Pipeline Licence, which is issued by the Minister for Energy, Environment and Climate Change.

The contact details for DELWP are as follows:

Pipeline Regulation
Department of Environment, Land, Water and Planning
PO Box 500

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East Melbourne VIC 3002

Phone: 0439 799 598

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

Website: <https://www.energy.vic.gov.au/pipelines>

12.2.2 Energy Safe Victoria

Energy Safe Victoria (**ESV**) is the independent technical regulator responsible for electricity, gas and pipeline safety in Victoria. Under the Pipeline Regulations, ESV's role is broad and ranges from accepting industry's safety cases and safety management schemes for the design, construction and maintenance of electricity, gas and pipeline networks across the State to regulating against standards and administering regulations covering gas and electrical appliances and installations and energy efficiency.

The relevant contact details for ESV are as follows:

Gas and Pipeline Infrastructure Safety Division

PO Box 262

Collins Street West VIC 8007

Phone: (03) 9203 9700

Fax: (03) 9686 2197

Website: www.esv.vic.gov.au

12.3 Other reference documentation

Other information sources that may be helpful for landowners to understand high pressure gas pipelines and context of the Project are identified in **Table 12.2**.

Table 12.2: Reference documents

Information Type	Document (and location)
Relevant Legislation	Commonwealth: www.comlaw.gov.au
	Victorian: www.legislation.vic.gov.au
Australian Standards	AS 2885.1-2012 Pipelines - Gas and Liquid Petroleum – Design & Construction
	AS 2885.3-2012 Pipelines - Gas and Liquid Petroleum – Operation & Maintenance

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Information Type	Document (and location)
Guidelines and Codes of Practice	APGA Stakeholder Engagement Guidelines (October 2015) APGA Code of Environmental of Environmental Practice – Onshore Pipelines (September 2017) APGA/VFF Pipeline Easement Guidelines (2009) Guidelines for the Preparation of Pipeline Consultation Plans – Pipelines Act 2005 International Association for Public Participation Australasia (IAP2S) Public Participation Spectrum (2014) Victorian Auditor-General’s Office Auditing in the Public Participation in Government Decision-making – Better practice guide (2015)

A Checklist of requirements for a consultation plan

Requirements for a consultation plan (s17, Pipelines Act)	Reference to section of this document
<p>1) A consultation plan must-</p> <p>a) be prepared in accordance with the regulations; and</p> <p>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.</p>	<p>Pipelines Regulation does not contain any requirements in relation to the preparation of a consultation plan.</p> <p>Information on purpose, means, timing and verification of each stage of consultation is outlined in Section 5. Specific examples of information are included in Attachment E and F.</p> <p>Attachment E provides information about APA and the Project. Attachment F includes templates of the following: Notice of Intention to Enter Land for Survey, Land Survey entry Agreement, Notice of Pipeline Corridor, Notice of Pipeline Licence Application, Property Inspection Report.</p>
<p>2) The information to be provided to owners and occupiers of land must include-</p> <p>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;</p> <p>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;</p>	<p>Attachment E provides information about field survey activities undertaken by APA.</p> <p>A Notice of Intention to Enter Land for Survey (Attachment F) will also be provided to landowners prior to the commencement of any surveys.</p> <p>Information relevant to managing potential impacts is outlined in Section 7.</p>

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Requirements for a consultation plan (s17, Pipelines Act)	Reference to section of this document
<p>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;</p>	<p>Consultation undertaken in relation to the construction and operation of the pipeline are outlined in Section 5.6 and 5.7 respectively. Information relevant to the compulsory acquisition of land is contained in Section 8.</p>
<p>d) a statement–</p>	
<p>i) advising that owners and occupiers of land may seek independent advice on the pipeline proposal; and</p>	<p>Refer to Sections 5.3.2, 5.4.2 and 8.1. Further to this, refer specifically to landowner information samples contained in Attachment E and F. Attachment E provides information about APA and the Project. Attachment F includes templates of the following: Notice of Intention to Enter Land for Survey, Land Survey entry Agreement, Notice of Pipeline Corridor, Notice of Pipeline Licence Application, Property Inspection Report.</p>
<p>ii) setting out current contact information for the Department.</p>	<p>Refer to Section 11.2 and landowner brochures contained in Attachment E.</p>

B Glossary

Term	Definition
APGA	The Australian Pipelines and Gas Association Ltd (APGA) is the peak body representing Australasia’s pipeline infrastructure, with a focus on gas transmission, but also including transportation of other products, such as oil, water, slurry and carbon dioxide. Our members include constructors, owners, operators, advisers, engineering companies and suppliers of pipeline products and services.
AS2885	<p>You will be required to comply with this Australian Standard if you intend to design and construct pipelines that transport gas and liquid petroleum. This Standard is intended for pipelines constructed from steel pipe used for the transport of gas or liquid petroleum.</p> <p>AS2885 has been accepted by the Council of Australian Governments (COAG) as the single and sufficient standard for the technical regulation of pipelines in all Australian jurisdictions. The AS2885 set of standards comprises five parts covering all aspects of pipeline design, construction, operation and maintenance.</p>
Cadastral Survey	To prepare a Pipeline Corridor plan and easement plans it is necessary to complete a detailed survey of the proposed route. This will entail matching the position of the pipeline route to the proposed easement and title boundaries. In doing so it is often necessary for the survey party to leave the easement area to locate a known title position.
Compensation	<p>The underlying concept of compensation is to place the party who has suffered a loss of some kind in a position as close as possible to that prior to the loss. For practical reasons, society has accepted that in most instances compensation is made in a financial form. With respect to pipeline easements, compensation is paid in two parts:</p> <ul style="list-style-type: none"> • Easement Compensation: a one off payment usually assessed by a professional valuer and is a payment in return for the easement rights and restrictions placed on the land by the easement; and • Damages Compensation: Paid following pipeline construction for losses which may have been sustained as a result of pipeline construction. This compensation will also include a rent payment for the accrued lease of temporary working area land (refer to <i>Damage Release</i>).

Where a significant construction related loss is sustained by a landowner and it is considered unreasonable to wait until Damage Release, a Partial Release may be used as a mechanism to clear the liability.

Creation of Easement / Restrictive Covenant

This document describes the rights and obligations the Pipeline Company has and the restrictions imposed on the use of the easement land (sometimes known as the 'pink document'). The rights allow the Pipeline Company to enter the easement land for the purpose of construction and operation of the proposed or existing pipelines. The Pipeline Company is required to restore the land to a condition similar to that prior to construction and pay compensation for damages which may arise as a result of exercising the rights (refer to *Damage Release*).

The main points to note with respect to restrictions within the easement are that excavation of greater than 300mm is not permitted without written consent of the Grantee (Pipeline Company) and structures are not permitted with similar conditions. Normal farming practices such as cereal cropping, and cultivation can be followed without reference to the Grantee. The easement does not prevent subdivision, although it may influence the layout of a subdivision to maximise lot yield.

Landowners will be asked to execute a similar document, as will any mortgagees or other parties known to title, in order to register the easement. Upon receipt of title and executed documents, the balance of compensation is paid. Any reasonable legal costs incurred during the easement acquisition process will be met by the Pipeline Company.

Crown Land

Land which is held and managed by the Government. The Government may licence the use of such land for specific purposes (e.g. Grazing Licence, delegation of the land to road authorities) or may alienate the land by selling or leasing.

Cultural Heritage Survey

A cultural heritage survey will be conducted, usually by members of a local indigenous group and personnel with an understanding of regional historical matters. The purpose of this survey is to identify any significant material which is likely to be lost or destroyed by the proposed pipeline and either make arrangements for its preservation or alter the pipeline route. The methods in which these surveys are conducted are by visual inspection and by scraping away the first few millimetres of topsoil. If a significant site is located, excavation of an area may be greater.

Pipeline Route

The pipeline route is the proposed location of the pipeline, following the securing of necessary easements and approvals pursuant to the Pipelines Act. Any potential variation to the approved route would be subject to agreement with landowners affected by the change.



C Monthly reporting template

Western Outer Ring Main Project						
Stakeholder Consultation Report						
Date:						
Start:			Finish:			
<p><Graph of consultation events> <E.g. Pie chart of number of consultation events per stakeholder type and type of consultation event></p>						
Prop. No.	Name	Comm. Type	Event Date	Created by	Subject	Ext. Contact



D Stakeholder engagement matrix



Target Group	Example of Stakeholders	Responsibility	Contact Schedule	Contact Method	Desired Outcomes
Landowners and occupiers	Owners and occupiers impacted by the pipeline construction/operation	APA	As per Section 5 of Consultation Plan	As per Section 5 of Consultation Plan	As per Section 5 of Consultation Plan
	Neighbouring owners and occupiers of land (not directly impacted)				
Asset/infrastructure owners impacted by pipeline route	Melbourne Water, VicRoads, VicTrack (owners of land)	APA	Ongoing Obtaining land access for surveys, construction, operation	Email, phone and face-to-face	Agreement of pipeline corridor and construction specification
	Telstra, Ausnet Gas Services, Water service providers	APA's Construction Contractor	Prior to construction and finalisation of detailed design/construction	Email and phone	Construction specification
Regulatory authorities (State)	DELWP, Aboriginal Victoria, ESV, Parks Victoria, Heritage Victoria	APA	Ongoing Completion of regulatory approvals process, construction, operation	Email, phone and face-to-face	All regulatory requirements met prior to construction and compliance with approval documents



Target Group	Example of Stakeholders	Responsibility	Contact Schedule	Contact Method	Desired Outcomes
Regulatory authorities (Commonwealth)	Department of the Environment and Energy	APA	Ongoing Completion of regulatory approvals process, construction, operation	Email, phone and face-to-face	All regulatory requirements met prior to construction and compliance with approval documents
Registered Aboriginal Parties and Traditional Owner Groups	Wurundjeri Land and Compensation Cultural Heritage Council Aboriginal Corporation	APA	Ongoing Completion of regulatory approvals process, construction, operation	Email, phone and face-to-face	All regulatory requirements met prior to construction (negotiation of CHMP) and compliance with approval documents
Elected Representatives – All levels	Relevant local, State and federal members of Parliament	APA	Initial meeting and progress updates at key milestones	Letter and face-to-face	Members fully informed and supportive of the project
Local councils	Melton City Council, Hume City Council, Mitchell Shire Council and Whittlesea City Council as owners of land and specialist input	APA	Ongoing Obtaining land access for surveys, agreement of pipeline corridor, construction, operation	Email, phone and face-to-face	Agreement of construction specification

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Target Group	Example of Stakeholders	Responsibility	Contact Schedule	Contact Method	Desired Outcomes
	CEO and high-level personnel	APA (Initial meeting and progress updates at key milestones	Letter and face-to-face	Council is fully informed and supportive of Project
Community, Environment and Action Groups	Clubs, Land Care Groups, Friends of Parks groups	APA	As part of broader community consultation then as required	Letter, email, phone and face-to-face	Group is fully informed and supportive of the project
Media	News organisations – print, television, digital	APA	As required – response to requests	Letter, email and phone	News organisations are fully informed of the Project and have balanced reporting



E Project information brochures

western outer ring main project.



Improving Victoria's energy security.



What is the Western Outer Ring Main Project?

Natural gas is an essential source of energy for Victoria with approximately two million customers using gas every day for domestic applications including cooking, heating and hot water. Natural gas is also a critical fuel for approximately 60,000 industrial and commercial users throughout Victoria including manufacturers, and gas fired power generation plays a key role in ensuring a reliable electricity network. In Victoria, the Victorian Transmission System (VTS) is owned and maintained by APA and consists of some 2,267km of gas pipelines.

The Western Outer Ring Main project is a proposed high pressure, buried, gas transmission pipeline approximately 50km in length. It will address a key capacity constraint in the VTS by providing a new high pressure connection between existing sources of natural gas supply in the north and east with those in the west of the State.

Addressing this missing link will deliver improved network reliability by increasing the amount of natural gas that can be stored for times of peak demand and ensuring sufficient volumes of natural gas can be moved where it is needed most. Importantly, without the project being delivered, the Australian Energy Market Operator (AEMO) has forecast that Victoria may face natural gas shortages by winter 2021.

The Western Outer Ring Main will help to deliver sufficient natural gas to Victorian homes for heating and cooking on very cold days, as well as supplying natural gas for power generation during times of peak electricity demand. The project also provides the opportunity for new growth suburbs on Melbourne's urban fringe to be supplied with natural gas as those areas are developed.

The Western Outer Ring Main project will ensure that all Victorians can continue to benefit from a reliable natural gas transmission system that meets the needs of the community both now and into the future.

Pipeline stats

length	Approximately 50km
material	Epoxy coated high strength steel line pipe
diameter	500mm
burial depth	Minimum 900mm
design principles	Strictly in accordance with the latest version of Australian Standard (AS) AS2885 Pipelines Gas and Liquid Petroleum.
easement width	20m plus temporary space for construction access

Project benefits:

- Addressing forecast gas shortages
- Improved network performance and resilience
- Increased gas supply capacity for power generation
- Improved supply options for urban growth areas

Further information:

 **project hotline:** 1800 951 444

 WORM@apa.com.au

 apa.com.au

We're Australia's leading energy infrastructure business. We've been connecting Australian energy since 2000. From small beginnings we've become a top 50 ASX-listed company, employing 1,700 people, and owning and operating the largest interconnected gas transmission network across Australia. We deliver smart, reliable and safe solutions through our deep industry knowledge and interconnected infrastructure. Visit www.apa.com.au to learn more about how we are connecting Australia to its energy future.

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Project timeline

Stakeholder engagement

Meetings with private and public owners of land. Consultation with government agencies, local Councils and other stakeholders.

Completion: Q2 2019

Obtaining land access for surveys

Seek agreement for land access to undertake specialist investigations. Seek feedback from landholders regarding preferred pipeline route.

Completion: Q3 2019

Complete field surveys

Undertake specialist investigations of the preferred pipeline route such as ecology and cultural heritage surveys.

Completion: Q4 2019

Completion of regulatory approvals

Obtain relevant State and Federal government approvals following consultation with relevant stakeholders.

Completion: Q4 2020

Pipeline construction

Construction and commissioning of the pipeline.

Completion: Q4 2020 – Q3 2021

Pipeline operation

Operate the pipeline for the life of the asset. Once in operation, there will be little disruption to the local environments along the pipeline route.

Alignment selection

APA has undertaken initial consultation to determine the key constraints to consider for a pipeline route between Plumpton and Wollert. The initial consultation included relevant local governments in order to ensure that community issues were understood and taken into account. APA has identified a preferred pipeline route for the project based on an assessment of such key constraints including environmental values, cultural heritage, terrain, existing and proposed infrastructure corridors, watercourses, and land use.

The preferred pipeline route has sought to minimise impacts on individual properties by following existing pipeline easements as well as the proposed Outer Metropolitan Ring transportation corridor that has previously been identified for reservation by Vic Roads.

APA's pipeline route selection report is available to download from the Western Outer Ring Main project website.

APA will now be making contact with landholders to seek their feedback regarding the preferred pipeline route and the likely impacts on their property. This feedback will be used to refine the preferred pipeline route or agree on other design and construction commitments with a view to minimising the impact on individual properties wherever possible.

Approvals process

APA will need to obtain a Pipeline Licence under the Pipelines Act 2005 (Vic) to allow for the construction and operation of the Project. In order to submit the Pipeline Licence application, APA is required to have given each landowner in the proposed pipeline corridor a Notice of Pipeline Corridor. The Pipelines Act also includes a requirement to prepare an Environmental Management Plan which demonstrates how the impacts of the project will be managed.

In Victoria, environmental assessment of the potential environmental impacts or effects of a proposed development may also be required under the *Environmental Effects Act 1978*. APA will refer the Project to the Minister for Planning to assess whether an Environmental Effects Statement (EES) is required.

APA will also refer the Project to the Commonwealth Department of Environment and Energy for the Minister to assess whether the Project requires further assessment under the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)* for potential significant impacts to Matters of National Environmental Significance.

Land Access and Compensation

APA will initially be seeking landholder agreement to provide access to land along the preferred pipeline route so that more detailed investigations regarding the route can be undertaken. This may include ecology, cultural heritage and other investigations necessary to confirm a preferred alignment and inform a detailed environmental assessment.

Once the preferred pipeline route has been confirmed APA will then commence negotiations with landholders to obtain an easement to contain the pipeline. An easement is an agreement registered on the title of the land that sets out the rights of a pipeline owner to install and maintain the pipeline and also defines the restrictions on the landowner in the area of the easement. Compensation for the easement is payable to the landowner and APA will also pay landowner legal and valuation costs reasonably incurred in negotiating an easement agreement.



Example of a pipeline under construction, prior to being lowered into the ground.



The same pipeline easement, after reinstatement.

introducing apa.



APA is Australia's leading energy infrastructure business with more than 15,000 kilometres of gas pipelines that connect sources of supply and markets across mainland Australia. We own and/or operate around \$20 billion of energy assets and deliver half the nation's natural gas usage. We operate and maintain gas distribution networks that connect 1.3 million Australian homes and businesses.

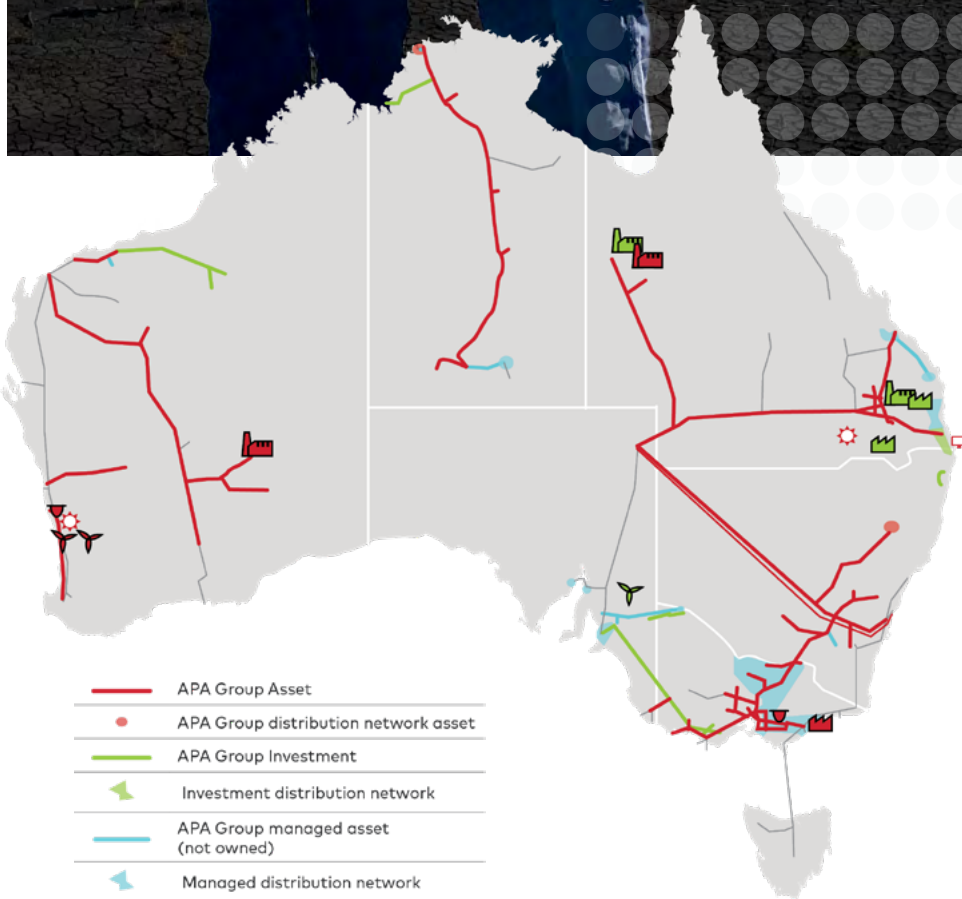
Our 7,500-kilometre East Coast Grid of interconnected gas transmission pipelines provides the flexibility to move gas around eastern Australia, anywhere from Otway and Longford in the south, to Moomba in the west and Mount Isa and Gladstone in the north. In the south, APA owns and operates the Victorian Transmission System (VTS), which transports gas from key supply sources such as the Bass Strait gas fields to customers across Victoria and eastern Australia. Almost all of the natural gas consumed in Victoria is transported through the VTS.

APA is also helping to connect Australia to a clean energy future through investing in and operating assets including gas-fired power stations, electricity transmission interconnectors, wind farms and solar farms.

Our Consultation Commitment

APA recognises that every community has insights, knowledge and experiences that can add value to, or improve the outcomes of, our projects. By tapping into these insights, knowledge and experiences, APA can develop solutions that consider various aspects of any development. These included environmental values, complexity of terrain, the number of land parcels and landowners, and current land use considerations. The design will be further refined during the planning phase through landowner and community consultation, detailed environmental studies and consideration of public comment.

We are committed to providing landowners and other project stakeholders with access to relevant project information in a timely manner. The following information will provide you with a broad overview of how APA investigates, designs and constructs new pipelines.



	APA Group Asset
	APA Group distribution network asset
	APA Group Investment
	Investment distribution network
	APA Group managed asset (not owned)
	Managed distribution network
	Other natural gas pipelines
	Wind farm
	Solar farm
	Gas storage facility
	Gas processing plant
	Gas power station
	Integrated Operations Centre

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field survey activities

Why is APA undertaking field surveys?

To determine the final alignment of a pipeline, we will undertake detailed investigations required to address specific landowner considerations, identify and develop a plan of management for potential impacts, and to resolve potential constructability issues. To do this we need to undertake a range of survey activities along the length of the preliminary pipeline alignment and immediately adjacent land.

The proposed survey activities will be undertaken by specialist consultants operating under APA's supervision. Prior to any surveys you will be provided suitable notice and details regarding the proposed activities, equipment to be used, areas of the property to be accessed and planned points of entry.

We are committed to building positive long-term relationships with all landowners along the proposed alignment. We are respectful of your rights and understand that while we are working on or near your property, we need to consider how this may affect you and your operations.

What is proposed?

APA will be undertaking a range of field survey activities to inform the design and environmental assessment of the potential pipeline alignment. 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

Cadastral and feature surveys will also need to be undertaken along the preliminary alignment.

Field survey teams will use 4wd-vehicles to drive and inspect the route. Wherever possible existing access roads and tracks will be used. Areas will be accessed on foot where not passable by vehicle, or where a more detailed inspection is required (eg heavy vegetation).

Ecological surveys

Ecological surveys help identify existing animal and plant species and their habitats. This assists us to avoid or minimise impacts, and develop mitigation measures or environmental offsets where needed. Field teams will have the necessary permits and approvals in place to conduct their work, and comply with the relevant State and Commonwealth Government ecological survey guidelines.

Flora surveys

Flora (plant) surveys involve a traverse on foot of identified areas, with plant species photographed and in some cases sampled where species verification is required. In selected locations, detailed surveys will be needed to accurately sample the number and distribution of any species of conservation significance or to measure the structure of sensitive areas, such as forest and woodland patches.





*Above: a Western Pygmy Possum studied as part of an ecological survey for APA's Eastern Goldfields Pipeline.
Left: an ecologist undertaking a flora survey*

Flora surveys usually occur during daylight hours, involving two ecologists. The duration of the surveys will vary. It may be necessary to conduct some surveys at certain times of the year when certain species are more easily detected. Flora surveys are typically conducted during spring.

Fauna surveys

Fauna (animal) surveys are designed to detect particular species of interest. Since many Australian species are nocturnal, many of these surveys will occur at dawn, dusk and sometimes evenings. Fauna surveys are usually undertaken in a team of two ecologists, for up to a week. It may be necessary to conduct these studies at certain times of the year when certain species are more easily detected, such as breeding or migration seasons.

The fauna survey method will depend on the species of interest. Surveys may involve observations during a walk using spotlights, using specialist call back and recording equipment, and placing nets or traps to gather hair samples, or catch animals. Traps are usually placed on the ground although some traps may be placed on trees. All traps are checked at dawn to prevent harm to captive animals, and to allow them to return to their daytime nests.

Aquatic ecology surveys

Water based studies identify existing aquatic life in streams, creeks and rivers. Such surveys usually involve a team of two ecologists accessing a watercourse to assess aquatic habitats.

Water quality surveys may also be undertaken to measure or identify trends in water quality and turbidity (amount of sediment in the water) levels in watercourses. Sampling is usually done by hand, and samples are sent to laboratories for analysis.

Aquatic ecology surveys will typically require access to a watercourse for a half day to a full day, depending on the number of sampling sites.

field survey activities (continued)

Soil and geology surveys

Soil and geology surveys will be undertaken to inform the environmental assessment and design of the pipeline. These investigations help us to understand the physical characteristics of the ground by documenting the characteristics of the soils and areas where rock is encountered.

Soils will be sampled at selected sites along the preliminary alignment using a hand auger. This sampling method has a very small disturbance footprint.

In some instances APA may seek to use truck mounted augers depending on soil / rock conditions. If this is required APA will reinstate land to its pre-disturbance condition.

Below: Soil sampling with a hand auger



Cultural heritage surveys

Cultural heritage surveys are undertaken to understand the extent to which cultural heritage sites or objects on the preliminary alignment may be impacted by planned works, and how any impacts can be avoided or managed.

Cultural heritage surveys involve our archaeologists walking the pipeline alignment to identify cultural heritage sites and objects. In some locations, shallow archaeological investigations (also known as test pits) may be undertaken to gain a better understanding of Aboriginal artefacts located beneath the ground surface in areas of higher cultural heritage sensitivity. Soils will be reinstated upon conclusion of any archaeological investigations.

Other heritage surveys may also be undertaken on private land to assess the presence or potential for non-Indigenous cultural heritage.



Cadastral* and feature surveys

APA will also be undertaking cadastral and feature surveys to accurately locate the preliminary alignment relative to existing infrastructure and property boundaries. This typically involves two surveyors walking along the alignment and using theodolites and GPS equipment to capture spatial data. Survey pegs may also need to be placed at points along the alignment.

Below: Archaeologists inspecting a potential cultural heritage site.



* **Cadastral surveying** is the discipline of land surveying that relates to the laws of land ownership and the definition of property boundaries. It involves interpreting and advising on boundary locations, on the status of land ownership and on the rights, restrictions and interests in property, as well as the recording of such information for use on plans, maps, etc.

definition from the Surveyors Registration Board of Victoria

Other studies

Other environmental field studies to be undertaken for the proposed pipeline alignment, which typically do not require access to private land, include the following:

- Noise
- Air quality
- Traffic and transport
- Social studies
- Land use
- Visual amenity
- Flooding and hydrology

Specialist personnel completing these surveys may undertake a general reconnaissance of the area traversed by the pipeline alignment using public roads. Should APA require access to land for these non-intrusive investigations, APA will liaise with the relevant owners and occupiers of land.

Landowner feedback

We recognise that landowners are uniquely placed to provide information regarding the features of their property. We welcome your feedback regarding the proposed alignment and any features or constraints that need to be taken into consideration during this planning and assessment phase of the project.

You may also wish to accompany the survey team during the survey; we often find that landowners are as interested in the results as we are.



regulatory approvals

Construction and operation of a high pressure gas pipeline requires a number of regulatory approvals prior to the commencement of these activities.

The primary approval required for the project will be a pipeline license granted under the *Pipelines Act 2005 (Vic)*. Depending on the results of our investigations, approvals may be required under the *Environmental Effects Act 1978 (Vic)* and the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*. Other approvals that may be required for the project include approvals under the following legislation:

- *Flora and Fauna Guarantee Act 1998 (Vic)*
- *Road Management Act 2004 (Vic)*
- *Aboriginal Heritage Act 2006 (Vic)*
- *Heritage Act 2017 (Vic)*
- *Catchment and Land Protection Act 1994 (Vic)*
- *Country Fire Authority Act 1958 (Vic)*

Some of these regulatory approvals will include public notification and the ability for the public to review and provide comments on particular aspects of the project. Further information will be provided to landowners as these regulatory approval processes progress.

Regardless of this, interested stakeholders are encouraged to provide APA with feedback through all stages of the pipeline development.

Easement acquisition

When an alignment has been selected, APA will negotiate the purchase of an easement or an option for purchase of an easement with affected landowners. An easement provides a pipeline operator with a legal right to enter land for the purpose of constructing, operating and maintaining the pipeline. An easement is registered on your land title and will remain on title following changes in ownership.

We will make all practicable endeavours to purchase an easement through a mutually satisfactory agreement with landowners. APA commits to dealing with all impacted stakeholders in an open and respectful manner to provide fair, adequate and equitable compensation in reaching agreement on a pipeline corridor.

In the event that a full alignment cannot be established through negotiation with landowners, APA may as a last resort request the consent of the Minister to compulsorily acquire an easement under the *Pipelines Act 2005* and *Land Acquisition and Compensation Act 1986*. Landowners will be notified of any request to the Minister for permission to compulsorily acquire land and will have the opportunity to make submissions to the Minister before a decision is made.

Landowners affected by the pipeline are encouraged by APA to 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 advice in relation to the pipeline will be reimbursed by APA.

construction process

1. Landowner engagement and access approvals

Meetings are held with affected landholders to discuss and agree access to their properties during pipeline construction and ongoing operation.

2. Survey and fencing

The pipeline route is surveyed and fencing modified to facilitate access during construction.

3. Clear and grade

Graders, bulldozers and excavators are generally used to clear and prepare the easement ready for construction to commence. Top-soil and vegetation are stockpiled separately to assist in restoration works after the pipeline is completed.

4. Stringing

Pipe is transported in to the easement and laid end to end next to where the trench will be dug.

5. Bending

Where required, specialized machinery is used to bend the pipe to conform with the contours of the land and the pipeline route.

6. Welding and non-destructive testing

Pipe sections are welded together. All welding is tested to ensure quality.

7. Joint coating

The areas of weld are cleaned and pipe joints are coated to reduce the possibility of corrosion.

8. Trenching

Specialised trenching machines and excavators are used to dig the trench.

9. Lowering in and padding

Specialist equipment (side booms) is used to lower the pipe into the trench. The pipe is then covered by fine grain material (padding) to protect the pipeline coating from stones or other sharp objects.

10. Backfilling

The trench is backfilled with the previously excavated subsoil material. Care is taken to maintain separation between topsoil from subsoil during this process. The subsoils are compacted to limit settlement of the trench through the operational life of the pipeline.

11. Hydrostatic testing

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

12. Restoration and signage

Disturbed areas are reinstated to match existing landforms which includes re-contouring and installation of permanent erosion control structures. Topsoil conserved during the construction process is respread over areas used for construction. Rehabilitation is undertaken in accordance with approval requirements and landowner considerations. Signs are placed at regular intervals and with line-of-sight of one another to indicate the presence of the buried pipeline.

Landowner engagement



Surveying



Stringing



Trenching



Lowering in



Backfilling



Testing



Restored easement





How will impacts be managed?

Potential adverse impacts on private and public land are to be avoided through undertaking pre-disturbance surveys of the land, consultation with landowners and occupiers, adopting the recommendations of specialist investigations and reaching appropriate access and construction agreements with the landowner, as well as following any relevant regulatory approvals.

APA has a legal duty to minimise hazards or risks to the environment and public as far as is reasonably practicable. Specific methods of managing potential impacts on the environment will be documented in a comprehensive Environmental Management Plan which will identify the risks to the environment arising from construction and operation of the pipeline and set out what will be done to avoid or minimise those risks. We will also prepare a Safety Management Plan for approval identify any risks to the public which may result from the pipeline operation and our ways of eliminating or reducing those risks. These management plans are subject to approval by the Minister administering the *Pipelines Act 2005 (Vic)* and *Energy Safe Victoria* respectively.

The pipeline route will also be surveyed for Aboriginal and post-European settlement significance. Following these surveys, the necessary approvals will be sought if impact to cultural places is unavoidable. Impacts on Aboriginal cultural heritage will be managed through the preparation of a Cultural Heritage Management Plan, which will be subject to approval from the Registered Aboriginal Party and / or Aboriginal Victoria.

How will landowner impacts be managed?

Prior to construction, we will complete a Property Inspection Report for each property which will document all features such as fences, gates, buildings, services, vegetation and farming operations. It will also record seasonal activities which may be impacted by the construction work. This document will set a benchmark for rehabilitation activities.

We will seek to minimise interference with activities on, and use of, the land both during and after the completion of construction work. Where impacts cannot be avoided, we will rehabilitate impacted land in consultation with the landowner or occupier. Rehabilitation will commence following the backfilling and compaction of the pipeline trench.

The Victorian Government will hold a rehabilitation bond provided by APA to guarantee that land is rehabilitated and restored to a satisfactory standard. The bond will be held for the duration of the project and only invoked if APA fails to complete its rehabilitation commitments.

Left: Example of a pipeline under construction, prior to being lowered into the ground, January 2017

Right: The same pipeline easement, after reinstatement, July 2017

need more information?

You can contact APA directly by:

- Telephoning 03 8626 8400 (during office hours)
- Our online enquiry form at apa.com.au/contact

In meeting with you, APA will also provide project specific details for affected stakeholders to contact relevant project personnel directly.

In addition, other useful information, publications and guidelines in relation to pipeline construction and operation may be obtained from the following sources:

Department of Environment, Land, Water and Planning

- W: energy.vic.gov.au
- E: pipeline.regulation@delwp.vic.gov.au
- T: 0439 799 598

Energy Safe Victoria

- W: esv.vic.gov.au
- T: 1800 800 158 (free call)

Australian Pipelines and Gas Association

- W: apga.org.au



energy. connected.



F Project communication – written notices (examples)

NOTICE OF INTENTION TO ENTER LAND FOR SURVEY

Pursuant to Section 19(1) of the *Pipelines Act 2005*

WESTERN OUTER RING MAIN PROJECT



TO:

Of (Address)

(the "Owner/Occupier")

WHEREAS

Of (Address)

APA VTS Australia (Operations) Pty Limited (ACN 083 009 278) ("APA")

Level 25, 580 George Street, Sydney, NSW

Phone: (02) 9693 0000 Fax: (02) 9287 0303

is investigating the feasibility of locating a buried steel high pressure gas transmission pipeline (the "Pipeline") in the vicinity of the Land to transport gas between Plumpton and Wollert.

NOTICE OF ENTRY

Pursuant to the provisions of the *Pipelines Act 2005* (the "Act"), notice is hereby given that APA intends to enter part of the land described below, for the purposes described below:

PURPOSE OF THE ENTRY / AUTHORISED ACTIVITIES

This Notice is to provide notification to the landowner and/or occupier of the Land that APA wishes to enter the Land for survey purposes and to investigate the Land for its suitability for the Pipeline route. This survey may include the placement of pegs and markers on the Land on the understanding that they will be removed if necessary for safety reasons or for your necessary activities. This survey may also include geotechnical, environmental and cultural heritage investigations which may necessitate the minor excavation of land (the "Access Purposes").

PERIOD OF ACCESS

For the period of 12 months from the date of this document

LAND DESCRIPTION

Title Particulars:

C.A.	C.P.	Section	Lot No.	T.P.	P.S.	Vol	Fol

(the "Land")

CONDITIONS OF ENTRY / AUTHORISED ACTIVITIES

APA must take all reasonable steps to reach agreement in relation to the entry onto the Land with each owner and occupier of the Land. If agreement cannot be reached, APA may apply to the Minister for consent to enter the Land. APA, its officers, employees, authorised consultants and agents, will enter the Land at their risk, during the Period of Access and with such vehicles and equipment as may be reasonably required.

Entry on the Land by APA, its officers, employees, authorised consultants and agents must only be for the Access Purposes. The Landowner/Occupier will not be responsible for any injury to persons or damage to property of APA, its officers, employees, authorised consultants and agents which was caused by the negligent or wilful act or omission of APA, its officers, employees, authorised consultants and agents.

APA will indemnify the Landowner/Occupier against any loss or damage incurred by the Landowner/Occupier directly arising from the exercise of entry rights under this Notice by APA, its officers, employees, authorised consultants and agents (including any damage to improvements or personal injury), except to the extent that the loss or damage was caused, or contributed to, by the negligent or wilful act or omission of the Owner/Occupier or the Owner/Occupiers employees, agents and permitted invitees.

APA undertakes that it will not stay on the land any longer than is reasonably necessary, must leave the land as nearly as possible in the same condition as it was in before entry and will co-operate as much as possible with the owner and occupier of the land, and do as little damage as possible and must, if required within 2 years from the exercise of the powers, make full compensation to the owner of and all parties interested in any land for any damage sustained by them in consequence of the exercise of the powers.

Signed

(an authorised officer of APA)

DATE:

LAND SURVEY ENTRY AGREEMENT
WESTERN OUTER RING MAIN PROJECT



Ref No:

BETWEEN **APA VTS Australia (Operations) Pty Limited (ACN 083 009 278) ("APA")**
Address: Level 25, 580 George Street, Sydney, NSW
Phone: (02) 9693 0000 **Fax:** (02) 9287 0303

AND _____
_____ (the "Landowner/Occupier")

Of (Address) _____
Contact name & phone _____

LAND DESCRIPTION _____
Lot/plan _____
Title Description _____
_____ (the "Land")

PURPOSE OF THE AGREEMENT / AUTHORISED ACTIVITIES

APA is investigating the feasibility of locating a buried steel high pressure gas transmission pipeline (the "Pipeline") in the vicinity of the Land.

The purpose of this Agreement is to allow access to the Land so that APA can survey the Land and investigate its suitability for the Pipeline route. This survey may include the placement of pegs and markers on the Land on the understanding that they will be removed if necessary for safety reasons or for your necessary activities. This survey may also include geotechnical, environmental and cultural heritage investigations which may necessitate the minor excavation of land (the "Access Purposes").

AGREEMENTS

The Landowner/Occupier agrees to allow APA and its authorised consultants to enter the Land at their risk, at any time from 12 months of the date of this Agreement and with such vehicles and equipment as may be reasonably required.

Entry on the Land by APA and its authorised consultants must only be for the purpose of the Access Purposes and will be subject to any Special Entry Conditions written on this Agreement below.

The Landowner/Occupier will not be responsible for any injury to persons or damage to property of APA, its officers and employees or authorised consultants which was caused by the negligent or wilful act or omission of APA or its authorised consultants.

APA will indemnify the Landowner/Occupier against any loss or damage incurred by the Landowner/Occupier directly arising from the exercise of entry rights under this Agreement by APA or its authorised consultants (including any damage to improvements or personal injury), except to the extent that the loss or damage was caused, or contributed to, by the negligent or wilful act or omission of the Landowner/Occupier or the Landowners/Occupiers employees, agents and permitted invitees.

SPECIAL ENTRY CONDITIONS (If any):

SIGNED BY LANDOWNER/OCCUPIER

SIGNED BY APA

an authorised officer of Landowner/Occupier

an authorised officer of APA

DATE: _____

Information obtained is for the purposes of the above project and may be provided to other APA personnel, its clients and contractors, prospective contractors and government agencies, only where necessary, or required by law, in accordance with the Privacy Act 1988 (Cth).



<DATE>

Our Ref: <DOC_NUMBER> / <PROP_CODE>

<OWNER/OCCUPIER>

<ADDRESS1>

<ADDRESS2>

<ADDRESS3>

Dear <SALUTATION>,

RE: WESTERN OUTER RING MAIN PROJECT – NOTICE OF PIPELINE CORRIDOR (REGULATION 7, PIPELINES REGULATIONS 2017)

APA VTS Australia (Operations) Pty Limited, a subsidiary of the APA Group (APA) is proposing the construction and operation of a 500mm diameter steel, high pressure buried gas pipeline between Plumpton and Wollert to connect the eastern and western gas pipeline networks of the Victorian Transmission System (VTS).

In accordance with Section 27 of the *Pipelines Act 2005*, notice is provided to you that APA is considering applying for the licence to construct and operate a pipeline over the following land:

<Insert title particulars>

A copy of a plan showing the pipeline corridor is attached to the notice for reference. It is noted that this pipeline corridor represents an area within which a pipeline is proposed with the final route of the pipeline being subject to further consultation and approval under the *Pipelines Act 2005*.

Information regarding the proposed pipeline, including the processes that will be followed for obtaining any required approvals and details of how APA proposes to consult with you was given to you with the notice of intention to enter land for survey issued on <insert date notice was issued>.

Thank you for your ongoing assistance as APA seeks to progress this important infrastructure project. I would encourage you to discuss any potential impacts that the proposed pipeline corridor may have to you with <insert APA representative> on <insert contact details>.

Yours faithfully,

<NAME>

<Title of Authorised Officer>

APA Group

Enc: Plan of Pipeline Corridor



<DATE>

Our Ref: <DOC_NUMBER> / <PROP_CODE>

<OWNER/OCCUPIER>

<ADDRESS1>

<ADDRESS2>

<ADDRESS3>

Dear <SALUTATION>,

RE: WESTERN OUTER RING MAIN PROJECT – NOTICE OF PIPELINE LICENCE APPLICATION

APA VTS Australia (Operations) Pty Limited, a subsidiary of the APA Group (APA) is proposing the construction and operation of a 500mm diameter steel, high pressure buried gas pipeline between Plumpton and Wollert to connect the eastern and western gas pipeline networks of the Victorian Transmission System (VTS).

Following completion of the required investigations and surveys, APA has selected an alignment for the proposed Western Outer Ring Main Pipeline Project. On <insert date> APA made an application to the Minister for Energy, Environment and Climate Change for a licence to construct and operate the pipeline under Part 5, Division 1 of the *Pipelines Act 2005* (Pipelines Act).

<Insert paragraph containing a short description of the pipeline and route – including use of the pipeline, dates of construction / operation commencement>.

As part of the Pipeline Licence application process, APA is required to provide notice of the application to all owners and occupiers of land directly affected by the proposed pipeline. I can confirm that the proposed alignment affects land owned by you or land in which you have an interest. The relevant land parcels which are impacted by the proposed pipeline are shown in the below table:

Volume	Folio

A route map of the proposed pipeline alignment has been provided with this correspondence.

APA has published a notice of pipeline licence application in the <insert newspaper name> on <insert date>. A copy of this notice is enclosed for your information. Any person who may be affected by the grant of a licence may make a submission to the Minister about the application for a licence. As outlined in the attached notice submissions are required to be submitted on or before <insert date> to the locations listed on the notice.

You may inspect a copy of the application at the following locations during office hours until the closing date of the submission period:

APA Group comprises two registered investment schemes, Australian Pipeline Trust (ARSN 091 678 778) and APT Investment Trust (ARSN 115 585 441), the securities in which are stapled together. Australian Pipeline Limited (ACN 091 344 704) is the responsible entity of those trusts. The registered office is Level 25, 580 George Street, Sydney NSW 2000.

<insert locations where a copy of the application may be viewed>.

If you have any questions or require further information please do not hesitate to contact *<insert nominated contact and contact details>.*

Yours faithfully,

<NAME>

<Title of Authorised Officer>

APA Group

Enc: *Plan of proposed pipeline alignment*

Public notice of pipeline licence application

APA Transmission Pty Ltd
PROPERTY INSPECTION REPORT
WESTERN OUTER RING MAIN PROJECT



APA Representative:	Phone No.:	Easement/Prop Number:	
		Owner(s):	
		Occupier(s):	
APA Project Office:		Name of Contact:	
		Phone:	
Contractor Rep.:	Phone No.:	Address:	
		Email:	
		Document No.:	
Date of Initial Meeting:		Revision:	

Use of Pipeline Corridor: <i>(Include notes on current condition)</i>	
Construction access requirements <i>(e.g. temp gateways/fencing)</i>	
Stock / vehicle trench crossings required	
Water channels, control banks, drains, creek crossings	
Water points, pipes and valves, etc.	
Weed and seed specification / requirements	
Trees in pipeline corridor – specific requests and timber waste	
Request for surplus spoil (if available)	
Reseeding specification requests	
Any other special instructions:	

WHERE APPROPRAITE LANDOWNER REQUESTS SHOULD BE REFERENCED TO THE SKETCH OF THE PROPERTY ON THE FOLLOWING PAGE

Should Owners or Occupiers of land have any issues, complaints or problems during the construction programme they should promptly report these to their designated land access representative or the broader project team on:

- <insert phone>
- <insert email address>

Property Sketch:

SAMPLE

Signed for APA:		Signed for Owner:	
Signed for Contractor:		Signed for Occupier:	
Date:			

COPIES OF THIS REPORT ARE TO BE DISTRIBUTED TO ALL PARTIES