






02 March 2018

Consultation Plan

Crib Point to Pakenham Pipeline Project

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Revision history:

Version No. Amended	Summary of amendment(s)	Date
0	Section 3.4 – Inclusion of regulatory reporting and reporting template included in Attachment C.	13/10/2017
1	<p>Section 5.1 – Removal of text in relation to confirmation of route options prior to consultation.</p> <p>Section 5.4.2 Inclusion of the 'Water Minister' as a key stakeholder.</p> <p>Section 5.5.4 – Clarification on complaint escalation.</p> <p>Section 9 – Amendment to indicative timing of project stages in Table 9.1.</p> <p>Section 11.2.1 – Update to DELWP contact details.</p> <p>Section 11.2.2 – Update to description of ESV.</p> <p>Section 11.3 – Update to Australian Standard reference in Table 11.2.</p> <p>Attachment E – Inclusion of updated project hand-out.</p>	17/10/2017
2	<p>Section 3.4 – clarification to reporting timeframes of consultation events to DELWP.</p> <p>Section 11.2.1 – Update to DELWP contact details.</p> <p>Attachment E – revised consultation materials appended.</p>	30/11/2017
3	<p>Section 2.3 – Enhancement of project justification.</p> <p>Section 2.3.2 – Clarification on requirement for connection to the VTS at existing facility.</p>	01/03/2018

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

1 Introduction

APA Transmission Pty Limited, a subsidiary of the APA Group (**APA**), is investigating the construction and operation of a new pipeline to facilitate the importation of gas into existing gas markets in Victoria. APA will commence an assessment of the development of the gas importation pipeline from Crib Point, West Gippsland, to the Victorian Transmission System (**VTS**) at a connection point near Pakenham (the **Pipeline Project**).

The Pipeline Project supports the Crib Point (Western Port) Gas Import Jetty Project, which is proposed by AGL Energy Limited (**AGL**) to ensure cost effective and secure supply of gas to customers in Australia (together, the Gas Import Jetty & Pipeline Project). The Gas Import Jetty and Pipeline Project will increase the energy security and supply for AGL's customers in south-eastern Australia.

APA has prepared this Consultation Plan to address how it proposes to consult and interact with stakeholders, particularly landowners and occupiers, likely to be affected by the Pipeline 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**.

The purpose of consultation with landowners and occupiers likely to be affected by the Pipeline Project is to discuss with them the background and reason for the pipeline and to establish how the pipeline company can minimise as far as is practicably possible the impact of the pipeline on their enjoyment and use of their land.

The Consultation Plan will describe:

- The reasons for the Pipeline 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 element of 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 landowners 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
AGL	AGL Energy Limited
APA	APA Group
APGA	Australian Pipelines and Gas Association
CEMP	Construction Environmental Management Plan
CWG	Communications Working Group
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
MLV	mainline valve
Pipelines Act	<i>Pipelines Act 2005 (Vic)</i>

Item	Definition
Pipelines Regulations	<i>Pipelines Regulations 2017 (Vic)</i>
The Pipeline Project	Crib Point to Pakenham Pipeline Project
VFF	Victorian Farmers Federation
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	Landholder 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

AGL is currently undertaking a feasibility study to import gas into the east coast gas market in order to increase energy security and supply for customers in south-eastern Australia. As part of this process, AGL has selected Crib Point (Western Port) as the preferred importation site and is currently investigating the gas import jetty and pipeline connection to the VTS.

In order to facilitate the connection to the VTS, APA is investigating the design, construction and operation of a DN500-650 steel high pressure gas pipeline between Crib Point and Pakenham, which is approximately 55-60km in length (refer to **Figure 2.1**). In addition to the pipeline asset, the expansion of existing or construction of new above ground facilities at each terminal point and along the pipeline route will be required.

Initially these works are to secure the necessary pipeline land and undertake specialist investigations to inform the pipeline regulatory approval process prior to AGL making a financial investment decision on the Pipeline Project.

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.

It is currently proposed to proceed with project planning and consultation in late 2017 in order to commence construction in late 2018, subject to obtaining the necessary access to land and regulatory approvals.

2.2 Proponent

APA will undertake the necessary early works to assess the viability of the Pipeline Project, whereas AGL will undertake the necessary works to allow for the importation of liquefied natural gas. Information relevant to both parties has been provided below for reference.

2.2.1 About AGL

AGL is committed to helping shape a sustainable energy future for Australia. AGL operate the country's largest electricity generation portfolio, and is its largest ASX-listed investor in renewable energy, having more than 3.6 million customer accounts.



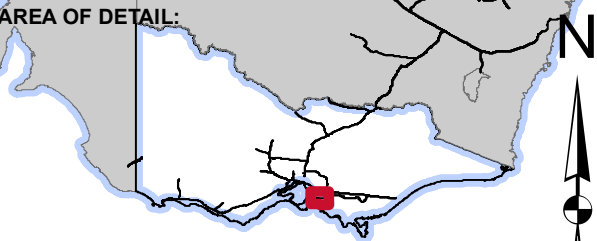
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PROJECT:
TITLE: CRIB POINT - PAKENHAM ALIGNMENT ROUTE
SUBTITLE: OVERVIEW MAP (FIGURE 2.1)
DATE: 4/09/2017
DATA SOURCE:
Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
Copyright © The State of Victoria, Department of Environment, Land, Water & Planning 2016

SCALE: 1:125,000 @ A3 GDA 1994 MGA Zone 55
0 2.5 5
Kilometres

- LEGEND:**
- Locality
 - Favoured Pipeline Route (55.3km)
 - Pipeline Route Options
 - Existing Pipeline Corridors
 - Railway
 - Roads

DOCUMENT NUMBER: DOCUMENT NUMBER						
1.0	ISSUED FOR USE	MH	JB		PMc	4/9/17
0.2	INFORMATION ONLY	AT			NW	
0.1	INFORMATION ONLY	MH				
Revision	Description	Drawn	Checked	QC	Approved	Date



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With more than 180 years of experience, AGL has a responsibility to provide sustainable, secure and affordable energy for their customers. AGL aims to prosper in a carbon-constrained world and build customer advocacy as the industry transforms. AGL has committed to exiting coal-fired generation by 2050 and continue to develop innovative solutions for its customers.

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

2.2.2 About APA

APA is Australia's largest natural gas infrastructure business, owning and/or operating approximately \$19 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 justification

The Australian Energy Market Operator has forecast¹ a shortfall in gas production to meet the demand of gas-powered generation and residential, commercial and industrial gas consumers. These shortfalls are expected to occur from 2019 - 2024 across South Australia, New South Wales and Victoria if additional capacity is not bought online. Even with the development of contingent undeveloped resources in Australia, the future domestic supply is forecast to result in a shortage during this period.

AGL is currently undertaking a feasibility study to import gas into the east coast gas market as part of the Gas Import Jetty & Pipeline Project to directly address this shortfall and increase energy security and supply for AGL's customers in south-eastern Australia.

In addition to this, the pipeline will also augment the existing Victorian high pressure gas network to the Mornington Peninsula and areas of Western Gippsland. This and the bi-directional design of the pipeline, creates further long-term opportunities for the supply of gas to residential and industrial growth areas along the pipeline route and the potential for future power generation opportunities across the design life of the pipeline.

2.3.1 Site selection

AGL has undertaken an assessment to consider potential gas importation sites around Australia. This process has identified that Crib Point offers the most favoured gas importation location and as such is being progressed through more detailed feasibility studies, prior to AGL making an investment decision.

The site selection process has considered several factors including access to key gas markets, the availability of suitable land for onshore facilities, cost of access to existing or new pipeline networks, proximity to existing investments within AGL's gas portfolio and marine and port suitability.

The basis of the decision of the Crib Point importation location is primarily due to the following factors:

¹ Source: AEMO Energy Supply Outlook for Eastern and South-Eastern Australia, June 2017; (accessed 18 September 2017) and available for download [here](#).

- Access to an existing deep-water berth and port with only minor upgrades required to allow for the gas importation when compared to other options, which may have more significant environmental effects (e.g. substantial dredging operations);
- Proximity to AGL's largest gas demand centre, being Victoria, and AGL contracted gas storage capacity; and
- Flexibility of market access through the VTS, whereas other pipeline systems would require complex reconfiguration of existing gas networks.

It is acknowledged that the pipeline connection to access the existing gas market is longer than other port options considered, though due to the known and manageable impacts in relation to pipeline construction and operation and the benefits outlined above, the Crib Point location is the most preferable of the sites assessed in Australia.

2.3.2 Pipeline route options

Following the selection of the preferred gas importation location, APA undertook a process to identify a viable pipeline connection to access the existing east coast gas market, through a connection to the VTS.

The requirement for the pipeline to connect into the VTS has been determined by the need to have a high capacity connection that is able to cater for the high and low gas flows proposed as part of the gas importation. This has necessitated a connection that is able to accommodate these gas flows, with the nearest suitable gas infrastructure being the Longford to Dandenong Transmission Pipeline, which forms part of the VTS.

As part of the route option review, two potential corridors were identified that addressed the constraints and opportunities identified for the proposed pipeline. They were as follows:

- A western corridor direct to APA's Dandenong South LNG Facility (the terminal point of the Longford to Dandenong Pipeline); and
- An eastern corridor direct to the Longford to Dandenong Pipeline in the vicinity of the existing Dore Road Mainline Valve (**MLV**), near Pakenham.

The connection to existing above-ground pipeline facilities was not a mandatory constraint, though a facility is required where the pipeline connects to the existing pipeline network. In reviewing the land availability for a new above-ground pipeline facility along the route of the Longford to Dandenong Pipeline, it was considered that a connection to an existing facility was required to make the pipeline economically feasible. This is mostly due to the high level of development and land use constraint that already exists along this pipeline at any point along the pipeline between Dandenong and Pakenham. It is noted that alternative locations for a new above-ground facility are to be investigated further east of Pakenham.

A multi-disciplinary review of the potential constraints and opportunities of identified pipeline routes resulted in a favoured pipeline route option, through the eastern corridor to the Longford to Dandenong Pipeline, near Pakenham. The western corridor (to Dandenong South), despite being the shortest route, was discounted due to the highly constrained land use on the potential pipeline routes and inability to access existing infrastructure corridors, which places the development of the routes at a high risk.

The pipeline route between Crib Point and Pakenham (refer to **Figure 2.1**) has been identified as the route option with the potential to have the least environmental, social, economic and safety impacts during the construction and operation of the pipeline. As such this pipeline route option is being progressed by APA as part of the further detailed investigations.

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 Pipeline 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 Pipeline Project;
- Meet the statutory requirements and expectations of regulatory agencies in relation to the consultative processes used by the Pipeline Project for landowners and occupiers;
- Ensure that consultation activities enable landowners and occupiers to better understand the Pipeline 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 landowners and occupiers;
- Ensure landowners and occupiers are sufficiently informed about the Pipeline Project, the aspects that they can influence, and their rights;
- Allow landowners and occupiers to have input into those aspects of the Pipeline 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 Pipeline Project. It sets out strategies and activities that need to be taken and aligned to the project development timeframe.

3.3 Communications Working Group

In order to assist with meeting the objectives of this Consultation Plan, APA and AGL have formed a Communications Working Group (**CWG**), which includes participation of key AGL and APA personnel. The CWG ensures alignment of the activities associated with the pipeline component of the development with the broader activities being undertaken by AGL.

The CWG will be in place for the duration of the relationship between the Parties with respect to the Pipeline Project. The CWG will actively manage key messaging statements, communications and Frequently Asked Questions and update these in line with developments and relevant customer, media or other stakeholder reactions or feedback.

3.4 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 Pipeline 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 activity.

Specific criteria with respect to desired outcomes have been developed for each phase of the consultation programme. These criteria are outlined in Section 5.

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**). Following this regulatory reporting will be undertaken in accordance with the CEMP and other 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**.

4 Identification of relevant stakeholders

This Consultation Plan has been prepared to engage and consult with stakeholders that may be impacted by the Pipeline 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 Pipeline Project.

It is acknowledged that additional government and private entities will be consulted during the design and approval processes for the Pipeline Project, which may occur outside of the processes outlined in this Consultation Plan. In addition to this, the Consultation Plan does not specifically address stakeholders relevant to the gas import jetty proposed as part of the AGL Gas Import Jetty and Pipeline Project.

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. APA will be responsible for all consultation in relation to the development of the pipeline with any broader consultation regarding the importation of gas or the operation of the port/jetty component the responsibility of AGL.

5 Pipeline development and stages of consultation

The Consultation Plan has been developed around different stages of the Pipeline 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 for each stage. The relevant stages along with a description of the likely consultation requirements for each stage are illustrated in **Figure 5.1**.

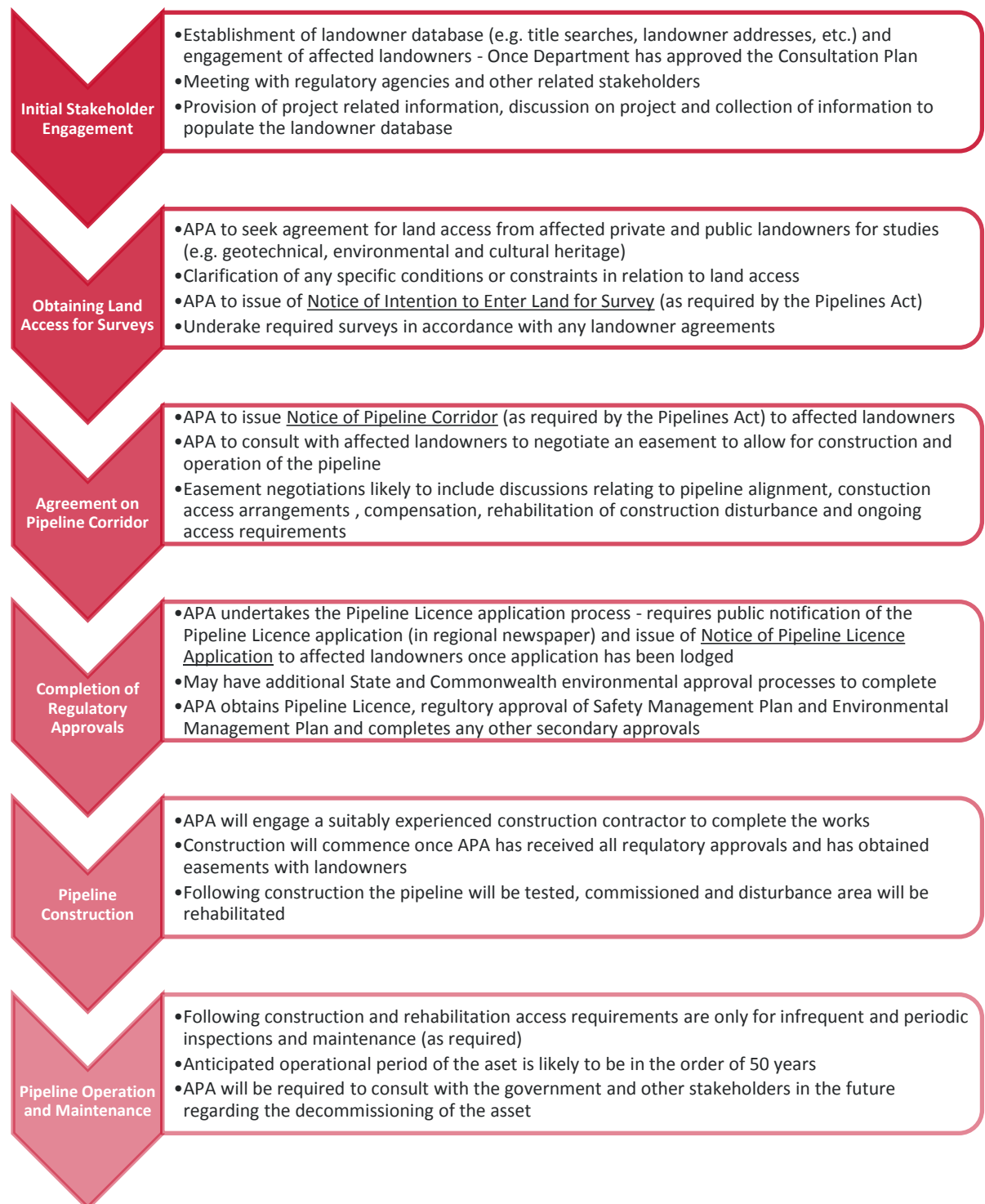
The identified stages of development and phases of consultation have been identified as follows:

1. Initial stakeholder engagement;
2. Obtaining land access for surveys;
3. Agreement on pipeline corridor;
4. Completion of regulatory approvals;
5. Pipeline construction; and
6. 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 Pipeline Project's development. The proposed schedule of each of these stages for the Pipeline Project is detailed in Section 9.

Throughout the development of the Pipeline 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.

Figure 5.1: Summary of project stages



5.1 Phase 1: Initial stakeholder engagement

This phase of consultation is likely to be the first time landowners have contact with APA and 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 Pipeline Project.

A letter explaining APA's intended approach for dealing with landowners and outlining the various phases of the Pipeline Project will initiate the consultation process. This correspondence is intended to provide an overview of the development of pipelines. Follow up consultation activities will aim to provide greater detail on the development of pipelines and answer any queries landowner's may have regarding gas pipelines.

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

5.1.1 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 Pipeline Project;
2. To provide details of the landowners rights; and
3. To collect details pertaining to the property, which will be necessary for further communicating and preparing other material associated with the Pipeline Project.

5.1.2 Means of consulting with stakeholders

The initial form of contact with APA will be in the form of an introductory letter and project related collateral, which will be provided to the stakeholder at the initial meeting with APA.

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 Pipeline Project.

During the initial meeting, the landowner will be encouraged to discuss aspects of their property which they consider may be relevant to the operation of the property and to the efficient construction of the pipeline. 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 Pipeline Project and seek support for the required activities to complete the feasibility assessment.

As part of this process, APA will present the parties with information regarding the pipeline 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 whom APA and AGL are, as well as a project specific brochure. This collateral has been included in **Attachment E** for reference.

5.1.3 *Timing of consultation*

Stakeholder engagement will be conducted following a high level identification of the favoured pipeline corridor. APA will also have had initial discussions regarding the Pipeline Project with key government agencies, including DELWP and relevant local councils, to realise any potential issues with the proposed pipeline corridor.

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 5.2.2) or giving a notice of a pipeline corridor (refer to Section 5.3.2). As such prior to undertaking initial engagement with affected landowners APA will have sought and obtained the Minister's approval of this Consultation Plan.

5.1.4 Monitoring and verification

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

- ✓ APA has prepared a landowner database to effectively manage communication and data generated through stakeholder consultation (refer to Section 10);
- ✓ APA has obtained the Minister's approval of this Consultation Plan prior to engaging affected landowners; 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 Pipeline Project.

5.2 Phase 2: Obtaining access for surveys

Following the initial engagement and introduction to the Pipeline 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 pipeline 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 Pipeline 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 Pipeline Project and subsequently to discuss the requirements of surveys may be required.

5.2.1 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.

5.2.2 Means of consulting with stakeholders

Consultation with stakeholders 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 specialists 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.

5.2.3 *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.

5.2.4 *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.

5.3 Phase 3: Agreement of pipeline corridor

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

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

5.3.1 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);
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 Pipeline 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.

5.3.2 Means of consulting with stakeholders

By this point in the Pipeline 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 corridor by way of completion of the surveys (refer to Section 5.2), 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.

5.3.3 *Timing of consultation*

The process of seeking agreement with landowners for an easement to construct and operate the Pipeline 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 Pipeline Project's development (refer to Section 0).

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).

5.3.4 *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 Pipeline 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.

5.4 Phase 4: 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 Pipeline 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*.

5.4.1 Purpose of the consultation

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;
3. To allow affected and interested parties to review the pipeline route, environmental assessment and proposed environmental management framework that is proposed for the Pipeline 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 Pipeline 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.

5.4.2 Means of consulting with stakeholders

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 AGL in relation to the broader project. As such, public consultation and awareness sessions will be included in this broader consultation. 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.

5.4.3 *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 5.3.2).

5.4.4 *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.

5.5 Phase 5: 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 Pipeline 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 and any property specific requirements are adequately communicated to the construction contractor. 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.

5.5.1 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).

5.5.2 Means of consulting with stakeholders

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 Pipeline Project is planned to proceed and the likely dates for construction of the pipeline. 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.

5.5.3 *Timing of consultation*

This phase of consultation is to occur prior to the commencement of construction activities and continue through construction of the Pipeline 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 5.6.3).

5.5.4 *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.

5.6 Phase 6: Pipeline operation and maintenance

The operation of high pressure gas pipelines typically has 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 *Landholder Engagement Procedure* (560-PR-QM-0001) and the *Authorised Third Party Works Management Procedure* (560-PR-QM-0004). The *Landholder Engagement Procedure* identifies awareness objectives that are to be met and provides confidence that key messages are being communicated to external stakeholders, including landowners.

5.6.1 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;
2. To provide information of pipeline infrastructure and the associated pipeline corridor;
3. To outline unauthorised activities and detail the approval process for undertaking work in the 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.

5.6.2 Means of consulting with stakeholders

APA will facilitate a handover of the pipeline asset from APA's Pipeline 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 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 a landowner has been identified as being of high risk, through the SMS process, they will be contacted via face-to-face visits at a frequency that best addresses the individual risk factors identified in the SMS. For high risk landowners 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.

5.6.3 ***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 5.6.2 or on an as needs basis in the event of an enquiry, complaint or incident.

5.6.4 ***Monitoring and verification***

APA will monitor the effectiveness of the Landholder 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 and complaints

6.1 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. All media requests will be informed to AGL as part of the CWG, and where the media enquiry is in relation to the broader Gas Import Jetty & Pipeline Project the following contact will be advised immediately:

Mr Petros Kosmonopoulos

AGL Media Relations

(03) 8633 6713

pkosmopoulos@agl.com.au

All personnel as part of the project induction will be informed of the relevant reporting protocols. APA will pass any enquiry onto AGL as soon as practicable and AGL will respond to media requests in accordance with the media protocols established for the AGL Gas Import Jetty and Pipeline Project.

6.2 Grievances and complaints

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.

All complaints received by the project team throughout the development of the Pipeline Project will be logged in XIC. 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. AGL will be advised of complaints which relate to or may impact the broader Gas Import Jetty & Pipeline Project.

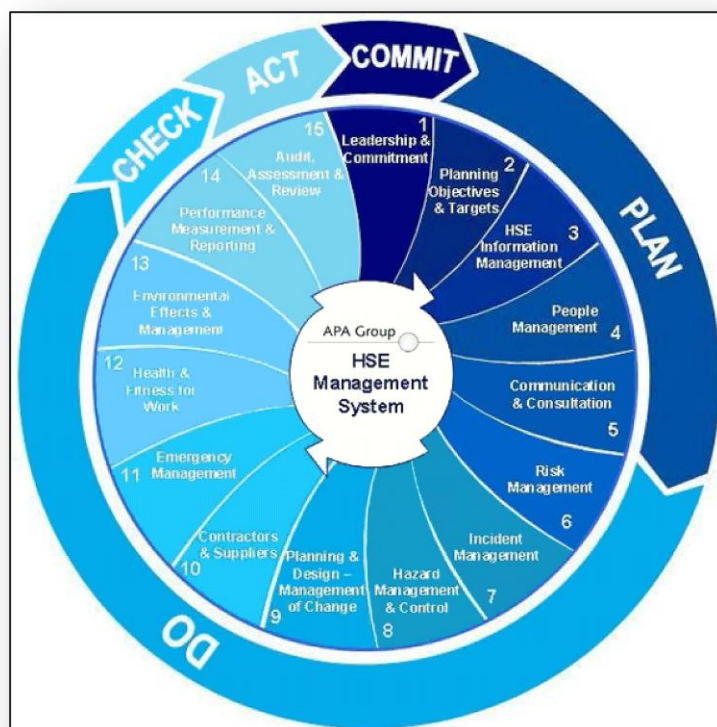
Any significant grievances and complaints will be addressed at the following meeting of the CWG and a standing agenda item at these meetings will be to review any records of complaints received during the previous period.

7 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 7.1**.

Figure 7.1: 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 Pipeline 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 a range of 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.

- **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.

8 Compulsory acquisition of land

8.1 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 Pipeline Project are encouraged by APA to seek independent legal advice on any concerns they may have with regard to legal implications of the Pipeline 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 Pipeline Project will be reimbursed by APA.

8.2 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.

9 Project timeframes

The proposed timeframes for each stage of the Pipeline Project's development is summarised in **Table 9.1**. These stages are consistent with the phases of consultation that are further described in Section 5.

Table 9.1: Development timeframes of the Pipeline Project

Stage	Activities	Indicative Timing
Phase 1: Initial Stakeholder Engagement	Database establishment, Consultation with regulatory agencies and initial landowner meetings	2 months Completion: Q4 2017
Phase 2: Obtaining Land Access for Surveys	Seek agreement for land access, issue Notice of Intention to Enter Land for Survey and undertake necessary field surveys	2 months Completion: Q1 2018
Phase 3: Agreement of Pipeline Corridor	Issue Notice of Pipeline Corridor, seek easement agreements and any required crossing agreements with third parties	2 months Completion: Q2 2018
Phase 4: Completion of Regulatory Approvals	Make application for a Pipeline Licence (including other approval applications if required), issue Notice of Pipeline Licence Application, obtain relevant State and Commonwealth regulatory approvals	6 months Completion: Q3 2018
Phase 5: Pipeline Construction	Construction of the pipeline – clear and grade, trenching, pipe stringing, welding, special crossings, lowering in, backfill and reinstatement	12 months Completion: Q4 2019
	Commissioning	1 month Completion: Q4 2019
	Final release – acceptance of level of reinstatement (rehabilitation and damage releases to continue into operation of the pipeline)	12 months Completion: Q2 2020
Phase 6: Pipeline Operation	Operate the pipeline for the life of the asset	50+ year design life

10 Records management

APA will maintain a stakeholder management database for the life of the Pipeline 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.

10.1 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.

11 Further information

11.1 Proponent

A summary of the relevant company information and the details of the company representatives are presented in **Table 11.1**.

Table 11.1: Company's details

Details	Organisation	
Entity	APA Transmission Pty Limited	
ACN	603 054 404	
Office Location	Head Office: Level 19, 580 George Street Sydney NSW 2000	Pipeline Project Office: Level 13, 60 City Road Southbank VIC 3006
Website	www.apa.com.au	
Representative	Mr James Beckett Access & Approvals Lead – VIC & SA Phone: +61 3 8533 2133 Email: james.beckett@apa.com.au	

11.2 Regulatory agencies

11.2.1 Department of Environment, Land, Water and Planning

The chief 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.

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 chief approval to enable construction and operation of a transmission pipeline is a Pipeline Licence, which is issued by the Minister.

The contact details for DELWP are as follows:

Pipeline Regulation Division
8 Nicholson Street
East Melbourne VIC 3002
Phone: 0439 799 598
Email: pipeline.regulation@delwp.vic.gov.au
Website: <https://www.energy.vic.gov.au/pipelines>

11.2.2 **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

11.3 **Other reference documentation**

Other information sources that may be helpful for landowners to understand high pressure gas pipelines and context of the Pipeline Project are identified in **Table 11.2**.

Table 11.2: Reference documents

Information Type	Document (and location)
Relevant Legislation	Commonwealth: www.comlaw.gov.au Victorian: www.legislation.vic.gov.au

Information Type	Document (and location)
Australian Standards	<p>AS 2885.1-2012 Pipelines - Gas and Liquid Petroleum – Design & Construction</p> <p>AS 2885.3-2012 Pipelines - Gas and Liquid Petroleum – Operation & Maintenance</p>
Guidelines and Codes of Practice	<p>APGA Stakeholder Engagement Guidelines (October 2015)</p> <p>APGA Code of Environmental of Environmental Practice – Onshore Pipelines (October 2013)</p> <p>APGA/VFF Pipeline Easement Guidelines (2009)</p> <p>Guidelines for the Preparation of Pipeline Consultation Plans – Pipelines Act 2005</p> <p>International Association for Public Participation Australasia (IAP2S) Public Participation Spectrum (2014)</p> <p>Victorian Auditor-General's Office Auditing in the Public Participation in Government Decision-making – Better practice guide (2015)</p>

A Checklist of requirements for a consultation plan

Requirements for a consultation plan (s17, Pipelines Act)	Reference to section of this document
1) A consultation plan must–	
a) be prepared in accordance with the regulations; and	Pipelines Regulations does not contain any requirements in relation to the preparation of a consultation plan.
b) set out the information that the proponent is to provide to owners and occupiers of land to whom notice must be given under Division 2 or 3.	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.
2) The information to be provided to owners and occupiers of land must include–	
a) general information about the types of activities to be undertaken by the proponent for the purpose of any survey under Division 2 or the construction and operation of the pipeline;	Information on purpose, means, timing and verification of each stage of consultation is outlined in Section 5.2. Specific examples of information are included in Attachment E and F.
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;	Information relevant to managing potential impacts is outlined in Section 7. Specific examples of information are included in Attachment E and F.
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;	Consultation undertaken in relation to the construction and operation of the pipeline are outlined in Section 5.5 and 5.6 respectively. Information relevant to the compulsory acquisition of land is contained in Section 8.
d) a statement–	

Requirements for a consultation plan (s17, Pipelines Act)	Reference to section of this document
i) advising that owners and occupiers of land may seek independent advice on the pipeline proposal; and	Refer to Sections 5.2.2, 5.3.2 and 8.1. Further to this, refer specifically to landholder information samples contained in Attachment E and F.
ii) setting out current contact information for the Department.	Refer to Section 11.2 and landowner brochures contained in Attachment E.

B Glossary

Term	Definition
APGA	<p>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.</p>
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	<p>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 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.</p>
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	<p>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 <i>Damage Release</i>).</p> <p>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.</p> <p>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.</p>
Crown Land	<p>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.</p>
Cultural Heritage Survey	<p>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.</p>
Pipeline Route	<p>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.</p>

C Monthly reporting template

Crib Point to Pakenham Pipeline Project						
Stakeholder Consultation Report						
Date:	03/07/2017					
Start:	01/06/2017	Finish:	31/06/2017			
<div><Graph of consultation events></div> <div><E.g. Pie chart of number of consultation events per stakeholder type and type of consultation event></div>						
Prop. No.	Name	Comm. Type	Event Date	Created by	Subject	Ext. Contact
CPT-001	B. & T. Smith	Letter – General	12/06/17	J. Beckett	Project Update Letter – Survey Timing	B. & T. Smith
CPT-001	B. & T. Smith	Phone	13/06/17	L. Spina	Confirmation of access date	Tara Smith
CPT-053	S & R Bertuna	Complaint	14/06/17	L. Marshall	Gate left open during survey	Susie Bertuna
-	Bunurong Land Council Aboriginal Corporation	Meeting	15/06/17	P. Dawson	CHMP Recommendation Meeting	Wayne Pepper Dan Turnbull
-	DELWP	Email	15/06/17	J. Beckett	EES Referral – update on survey data	Geoff Ralphs

D Stakeholder engagement matrix

Consultation Plan
Crib Point to Pakenham Pipeline Project



Target Group	Example of Stakeholders	Responsibility	Contact Schedule	Contact Method	Desired Outcomes
Landowners and occupiers	Owners and occupiers impacted by the pipeline construction/operation	Initial – APA (land access reps) Ongoing – APA (land access reps)	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)	Initial – APA (land access reps) Ongoing – APA (land access reps)	Ongoing Obtaining land access for surveys, agreement of pipeline corridor, construction, operation	Email, phone and face-to-face	Agreement of pipeline corridor and construction specification
	Telstra, Water service providers	Initial – APA's Construction Contractor Ongoing – APA's Construction Contractor	Prior to construction and finalisation of detailed design/construction	Email and phone	Construction specification
Regulatory authorities (State)	DELWP and ESV	Initial – APA and AGL (introduction to broader components) Ongoing – APA (for pipeline)	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	Initial – APA and AGL (introduction to broader components) Ongoing – APA (for pipeline)	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	Bunurong Land Council Aboriginal Corporation (and others as notified by AV)	Initial – APA Ongoing – 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	Initial – APA and AGL (introduction to broader components) Ongoing – APA and AGL (separately for pipeline and port/jetty)	Initial meeting and progress updates at key milestones	Letter and face-to-face	Members fully informed and supportive of Pipeline Project
Local councils	As owners of land and specialist input	Initial – APA (land access) Ongoing – APA (land access/engineering)	Ongoing Obtaining land access for surveys, agreement of pipeline corridor, construction, operation	Email, phone and face-to-face	Agreement of pipeline corridor and construction specification

Consultation Plan
Crib Point to Pakenham Pipeline Project



Target Group	Example of Stakeholders	Responsibility	Contact Schedule	Contact Method	Desired Outcomes
	CEO and high-level personnel	Initial – APA and AGL (introduction to broader components) Ongoing – APA and AGL (separately for pipeline and port/jetty)	Initial meeting and progress updates at key milestones	Letter and face-to-face	Council is fully informed and supportive of Pipeline Project
Community, Environment and Action Groups	Preserve Westernport Action Group, Crib Point Advisory Group, GetUp!, etc.	Initial – AGL (already undertaken prior to Consultation Plan) Ongoing – AGL (and APA where specialist pipeline engagement is required – note APA to lead if pipeline specific issues)	As part of broader community consultation then as required	Letter, email, phone and face-to-face	Group is fully informed and supportive of Pipeline Project
Media	News organisations – print, television, digital	Communications Working Group and/or APA and AGL (separately for pipeline and port/jetty)	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

crib point to pakenham pipeline.



As a result of entering into an Early Works Agreement with AGL Energy (AGL), APA Group (APA) is undertaking investigations into the construction and operation of a high pressure steel gas transmission pipeline from existing jetty facilities at Crib Point to APA's Victorian Transmission System (VTS) near Pakenham.

This will involve the construction of a buried pipeline approximately 55-60km in length with associated above-ground facilities at each terminal point and along the route of the pipeline. Depending on the final design and specification of the pipeline, the pipeline will have a diameter of 600mm.

The project supports the AGL proposal to import liquefied natural gas (LNG) into Victoria to increase energy security and supply for AGL's customers in south-eastern Australia. The pipeline will facilitate the delivery of imported natural gas to existing markets.

The pipeline will also augment the existing Victorian high pressure gas network to the Mornington Peninsula and areas of Western Gippsland. This creates further opportunities for the supply of gas to residential and industrial growth areas along the pipeline route and the potential for future power generation opportunities across the design life of the pipeline.

This project is subject to a comprehensive program of regulatory approvals and landowner and community consultation, which will assist APA in finalising the pipeline alignment and managing the potential impacts of the construction and operation of the pipeline.

Proposed Pipeline Route

Preliminary studies have identified a preferred preliminary route from Crib Point to a tie in point with APA's Longford to Dandenong Pipeline, near Pakenham. This route will be finalised following consultation with landowners and the undertaking of technical studies and surveys.

A key objective in selecting the proposed route is to ensure the proposed pipeline will have the least practicable impact on landowners, communities and the natural and built environment. A range of guiding factors were considered for this purpose, including co-location with existing linear infrastructure, environmental values, the number of land parcels and landowners along the proposed pipeline route, and current and future land use considerations.

Pipeline Design

The proposed pipeline will be designed and constructed in accordance with the latest version of Australian Standard AS2885 Pipelines Gas and Liquid Petroleum. AS2885 incorporates best-practice standards that the Pipeline's design and operation must satisfy.

Further information:



project hotline: 1800 531 811



cribpointpakenham@apa.com.au



apa.com.au

Pipeline stats

length	55-60km
material	Epoxy coated high strength steel line pipe
diameter	600mm
burial depth	Generally 1200mm (deeper at crossing of third party infrastructure and waterways)
design principles	Strictly in accordance with the latest version of Australian Standard (AS) AS2885 Pipelines Gas and Liquid Petroleum.
nominal capacity	Approx. 1,000TJ/day
easement width	Nominally 20 - 25 metres (reduced at areas of ecological sensitivity or other constraint)

Project timeline

Initial Stakeholder Engagement

Consultation with regulatory agencies and initial meetings with private and public owners of land

Completion: Q4 2017

Obtaining Land Access for Surveys

Seek agreement for land access and undertaking specialist investigations

Completion: Q1 2018

Agreement of Pipeline Corridor

Seek easement agreements and any required crossing agreements with third parties

Completion: Q2 2018

Completion of Regulatory Approvals

Obtain relevant State and Federal government approvals

Completion: Q3 2018

Pipeline Construction

Construction and commissioning of the pipeline

Completion: Q4 2019

Pipeline Operation

Operate the pipeline for the life of the asset

50+ year design life

FAQs

What is AGL's Crib Point Gas Import Jetty project?

AGL is planning a project that will source gas at competitive prices from Australian and international suppliers for their gas customers in south-eastern Australia. The gas would be transported on liquified natural gas (LNG) ships from interstate and overseas, transferred to another ship and converted from liquid form back into gas on that ship and then piped into the existing transportation network.

The ship, known as a floating storage and regasification unit (FSRU), that stores the liquid gas would be moored at the existing jetty at Crib Point. Depending on demand, between 12 to 40 LNG ships per year would moor alongside the FSRU at Crib Point to resupply the FSRU with LNG.

The gas import jetty would be connected by pipeline to an existing gas pipeline in Pakenham.

The use of LNG ships is an efficient way to transport gas, either internationally or from other states in Australia. LNG shipping technology was developed to enable gas to be transported over long distances where pipelines are not economic.

For further information, please visit AGL's project website at: <http://www.engageagl.com.au/>.

When is the pipeline and importation of LNG set to occur?

AGL is currently undertaking a feasibility study on the development of a gas import jetty at Crib Point and associated pipeline to Pakenham. A number of key steps need to occur prior to pipeline construction and the importation of LNG. This includes the refinement and finalisation of the pipeline route through detailed technical and environmental investigations and landowner and community consultation. AGL expects to make a final investment decision on the project in mid-2018.

Should APA successfully obtain all regulatory approvals and AGL proceeds with the project the final construction timetable will be developed. The timeline shown is indicative of the likely project development milestones. APA will keep all stakeholders informed throughout the process.

Will the gas from Crib Point be safe to transport?

APA will only transport gas that meets the strict Australian Standard set by industry regulators. The current version of AS2885 includes more than 80 individual standards that must be met in the design, construction and operation of gas transmission pipelines.

I think I may be a landholder / leaseholder along the proposed pipeline route. What should I do?

APA will make contact with all landowners and occupiers directly affected by the proposed pipeline route. Should owners and occupiers have any questions or require further information they are encouraged to make contact with our project team. If you haven't heard from us and would like to talk to somebody about the project, please contact us.



project hotline: 1800 531 811



cribpointpakenham@apa.com.au



apa.com.au

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.



energy. connected.

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 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





impact

How will environmental 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 will be approved 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
- 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*

CRIB POINT TO PAKENHAM PIPELINE PROJECT



TO: _____ (the "Owner/Occupier")

Of (Address)

WHEREAS

Of (Address)

APA Transmission Pty Ltd (ACN 603 054 404) ("APA")

Level 14, 60 City Road SOUTHBANK VIC 3006

Phone: (03) 8626 8400 Fax: (03) 8533 2053

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 jetty facilities at Crib Point and a connection to the Victorian Transmission System at Pakenham.

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

CRIB POINT TO PAKENHAM PIPELINE PROJECT



Ref No:

BETWEEN

APA Transmission Pty Ltd (ACN 603 054 404) ("APA")

Address: Level 14, 60 City Road SOUTHBANK VIC 3006

Phone: (03) 8626 8400 **Fax:** (03) 8533 2053

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).

20 September 2017

Our Ref: <DOC_NUMBER> / <PROP_CODE>

<OWNER/OCCUPIER>

<ADDRESS1>

<ADDRESS2>

<ADDRESS3>

Dear <SALUTATION>,

RE: CRIB POINT TO PAKENHAM PIPELINE – NOTICE OF PIPELINE CORRIDOR (REGULATION 7, PIPELINES REGULATIONS 2017)

APA Transmission Pty Limited, a subsidiary of the APA Group (**APA**), is proposing the development of the Crib Point to Pakenham Pipeline Project. This pipeline, which is proposed between Crib Point and Pakenham, supports the proposal by AGL Energy to import gas into the Port of Crib Point and the east coast gas market in order to increase energy security and supply for AGL's customers in south-eastern Australia.

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 this 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

20 September 2017

Our Ref: <DOC_NUMBER> / <PROP_CODE>

<OWNER/OCCUPIER>

<ADDRESS1>

<ADDRESS2>

<ADDRESS3>

Dear <SALUTATION>,

RE: CRIB POINT TO PAKENHAM PIPELINE – NOTICE OF PIPELINE LICENCE APPLICATION

APA Transmission Pty Limited, a subsidiary of the APA Group (**APA**), is proposing the development of the Crib Point to Pakenham Pipeline Project. This pipeline, which is proposed between Crib Point and Pakenham, supports the proposal by AGL Energy to import gas into the Port of Crib Point and the east coast gas market in order to increase energy security and supply for AGL's customers in south-eastern Australia.

Following completion of the required investigations and surveys, APA has selected an alignment for the proposed Crib Point to Pakenham Pipeline. 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 the 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:

- *<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
CRIB POINT TO PAKENHAM PIPELINE 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