



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CMTEDDFOI 2024-064
Date of Application	1 March 2024
Date of Decision	8 May 2024
Processing time (in working days)	44
Fees	Waived
Decision on Access	Partial Release
Information Requested (summary)	The Environment Management Plan submitted to EPA related to Ampol Australia Petroleum Pty Ltd.
Publication Details	
Original application	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Decision notice	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Documents and schedule	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Decision made by Ombudsman	N/A
Additional information identified by Ombudsman	N/A
Decision made by ACAT	N/A
Additional information identified by ACAT	N/A

From: no-reply@act.gov.au
To: [CMTEDD FOI](#)
Subject: Freedom of Information request-CMTEDDFOI 2024-064
Date: Friday, 1 March 2024 2:40:04 PM

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Please find online enquiry details below. Please ensure this enquiry is responded to within fourteen working days.

Your details

All fields are optional, however an email address OR full postal address must be provided for us to process your request. An email address and telephone contact number will assist us to contact you quickly if we need to discuss your request.

Title:
First Name:
Last Name:
Business/Organisation
Address:
Suburb:
Postcode:
State/Territory:
Phone/mobile:
Email address:

A large grey rectangular box redacting the contact information fields.

Request for informat

(Please provide as much detail as possible, for example subject matter and relevant dates, and also provide details of documents that you are not interested in.)

Under the Freedom of Information Act 2016 I want to access the following document/s (*required field):

The Environment Management Plan (EMP) submitted to the Environment Protection Authority (ACT) under Condition 17 (Environment Management Plan) of Environmental Authorisation No. 0748 issued under the Environment Protection Act 1997 and held by Ampol Australia Petroleum Pty Ltd (ABN 11 000 007 876 / ACN 000 007 876) for the premises at 1 Webber Crescent, Calwell 2905 (as amended or varied at the date of this request).

I do not want to access the following documents in relation to my request::

Thank you.
Freedom of Information Coordinator



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2024-064



FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 1 March 2024.

Specifically, you have sought access to the following information:

“The Environment Management Plan (EMP) submitted to the Environment Protection Authority (ACT) under Condition 17 (Environment Management Plan) of Environmental Authorisation No. 0748 issued under the Environment Protection Act 1997 and held by Ampol Australia Petroleum Pty Ltd (ABN 11 000 007 876 / ACN 000 007 876) for the premises at 1 Webber Crescent, Calwell 2905 (as amended or varied at the date of this request).”

Authority

I am an Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD was required to provide a decision on your access application within 30 working days. However, following third party consultation, the due date is now 9 May 2024.

Decision on access

Searches were completed for relevant documents and one document was identified that falls within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of the document that falls within the scope of your request and the access decision for that document. I have decided to grant partial access to the document.

My access decisions are detailed further in the following statement of reasons and the document released to you is provided as **Attachment B** to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below.

Statement of Reasons

In reaching my access decisions, I have taken the following into account:

- the Act
- the content of the documents that fall within the scope of your request
- the contents of a previous FOI related to this one, CMTEDD 2021-212 (published on the CMTEDD disclosure log)
- information that is already publicly available
- the *Human Rights Act 2004*

Exemption claimed

My reasons for deciding not to grant access to the identified documents and components of this document is as follows:

Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure in the public interest:

(a) *disclosure of the information could reasonably be expected to do any of the following:*

(ii) contribute to positive and informed debate on important issues or matters of public interest.

(iii) inform the community of the government's operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community.

I have placed substantial weight on the above factors favouring disclosure. The release of this information can reasonably be expected to provide information that will inform the community on important issues, particularly in relation to the Protection of the environment.

Factors favouring nondisclosure in the public interest:

(a) *disclosure of the information could reasonably be expected to do any of the following:*

(ii) Prejudice the protection of an individual's right to privacy or other rights under the Human Rights Act 2004;

Having reviewed the document, I consider the protection of an individual's right to privacy is a significant factor. I have decided that their right to privacy in relation to their personal information has a higher weighting for nondisclosure, than the public interest has in disclosing this information. I am of the view that the disclosure of contact details where they are not already publicly available could prejudice an individual's rights to privacy under the *Human Rights Act 2004*.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived in accordance with section 107(2)(b) of the Act.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a [disclosure log](#).

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740

<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact the Information Access Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Emma Hotham
Information Officer
Chief Minister, Treasury and Economic Development Directorate

8 May 2024



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
The Environment Management Plan (EMP) submitted to the Environment Protection Authority (ACT) under Condition 17 (Environment Management Plan) of Environmental Authorisation No. 0748 issued under the Environment Protection Act 1997 and held by Ampol Australia Petroleum Pty Ltd (ABN 11 000 007 876 / ACN 000 007 876) for the premises at 1 Webber Crescent, Calwell 2905 (as amended or varied at the date of this request)	CMTEDDFOI 2024-064

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-77	22176 Calwell EMP Ampol	28 March 2022	Partial release	Sch 2 s2.2 (a)(ii)	Yes
Total No of Docs						
1						



Environmental Management Plan

**Calwell Service Station
Were St, Cnr Webber Cr
Calwell ACT 2905
Ampol Site ID 22176**

*Please note this document is uncontrolled
when printed*

Site Name: **Ampol Calwell**

Site ID: **22176**

Site Address: **Were St, Cnr Webber Cr,
Calwell ACT 2905**

Address for Service: **Ampol Australia Petroleum Pty Ltd
29-33 Bourke Road
Alexandria NSW 2015**

Name of Person Responsible for UPSS: **Steve Camenzuli (Head of
Engineering Services & Environment)**

24hr Contact Number: **0438 561 467**

Land Title: **Block 8, Section 787 DP 7990
District of Calwell
Vol 1223 Fol 1 (Edition 9)**

Location of Records: **Ampol Australia Petroleum Pty Ltd
29-33 Bourke Road
Alexandria NSW 2015**

National Well Gauging Program

Ampol conducts a national well gauging program twice per annum. This data is managed digitally, and maintained within Ampol Head Office at 29-33 Bourke Road, Alexandria. For site specific well gauging data, please contact Liane Tempest-Wilson (Environmental Specialist) on (02) 9250 5418 or [Sch 2.2\(a\)\(ii\)](#) [@ampol.com.au](mailto:liane.tempest-wilson@ampol.com.au).

Section A

Storage system information



Storage System Information for UPSS

Site Name:	Ampol Calwell
Site ID:	22176
Site Address:	Were St, Cnr Webber Cr Calwell ACT 2905
Land Title Particulars:	Block 8, Section 787 DP 7990 District of Calwell Vol 1223 Fol 1 (Edition 9)
Person Responsible for UPSS:	Ampol Australia Petroleum Pty Ltd 29-33 Bourke Road Alexandria NSW 2015
If person responsible is a corporation, the name of a natural person who is authorised to act on behalf of the corporation:	Steve Camenzuli (Head of Engineering Services & Environment)
Postal address (for the person responsible or natural person - may differ from site address):	GPO Box 3916, Sydney NSW 2001
Phone numbers (for person responsible or natural person - may differ from 24-hour emergency phone number):	0438 561 467
24hr Contact Number:	1800 033 111
Name of site owner (if different from person responsible):	

Crown Land**Location of Records:**

**Ampol Australia Petroleum Pty Ltd
29-33 Bourke Road
Alexandria NSW 2015**

Access and security information

Details of access to, and security of, the system, including any locks, gates, fences, etc. and the means of opening them

Check with site operator

Location of all records kept in accordance with Part 5 of the UPSS Regulation, especially specifics

Part 5, Clause 23: Record of significant modifications

Ampol Server 29-33 Bourke Road, Alexandria NSW 2015 (Head Office)

Part 5, Clause 24: Incident log

Ampol Server 29-33 Bourke Road, Alexandria NSW 2015 (Head Office)

Part 5, Clause 25: Documents to be kept for seven years from date of creation

Ampol Server 29-33 Bourke Road, Alexandria NSW 2015 (Head Office)

Part 5, Clause 26: Documents to be kept for seven years from date of decommissioning

Ampol Server 29-33 Bourke Road, Alexandria NSW 2015 (Head Office)

Date: 28 March 2022

Revision #: 1

Site Location and Surrounding Land uses

The Site is located on the corner of Were Street and Webber Crescent. The surrounding land uses included:

- North: Commercial and retail properties including a community club and an ambulance station. Tuggeranong Creek is located approximately 150 m northeast of the Site;
- East: Webber Crescent, followed by a restaurant and commercial/retail properties;
- South: Were Street and Webber Crescent intersection, followed by residential properties. Calwell High School is located approximately 500 m to the southeast; and
- West: Were Street, followed by residential properties.

Current Land Use

At the time this EMP was prepared (March 2022), the Site was an operational service station, with a mechanic workshop.

Site Features and Observations

A summary of the Site features is provided below:

- The Site is predominantly covered by concrete hardstand;
- The sales building is located in the southern portion of the Site and a canopy extends from it towards the north. Fuel dispensing pumps were located beneath the canopy. A fill box containing remote fill points (for the underground storage tanks [USTs]) is located in the central northern portion of the Site;
- The mechanic workshop is located along the north-eastern boundary of the Site;
- Three 80 kL multi-compartment USTs are located to the north of the canopy (refer to the Table below);
- Vent pipes are located in the northern portion of the Site;
- A SPEL unit is located in front of the mechanic workshop;
- A waste oil UST was located in the north-eastern corner of the Site, adjacent to the mechanical workshop; and
- A liquefied petroleum gas (LPG) aboveground storage tank (AST) with a capacity of 7,500 L is located along the south-eastern portion of the Site.

Details of the fuel storage USTs are provided in the following table:

Tank ID	Capacity (L)	Product	Usage
Tank 1	50,000	P-95A	IN USE
Tank 2	50,000	ULP-91	IN USE
Tank 3	40,000	ULP-91	IN USE
Tank 4	40,000	P-98A	IN USE
Tank 5	30,000	P-DSL A	IN USE
Tank 6	30,000	P-DSL A	IN USE

Topography and Drainage

The Site slopes gently to the northeast. The elevation of the Site was approximately 610 m AHD with a slight regional slope to the northeast.

Surface water runoff is anticipated to flow to the various stormwater drains located across the Site or towards the eastern and/or western driveways.

Surface Water

No surface water bodies are present on site. The nearest surface water was Tuggeranong Creek situated approximately 150 m northwest of the Site.

Geology

The regional geology is mapped as mainly acid volcanics of Palaeozoic age (Canberra 1:250 000 geological Series Sheet SI 55-16, 2nd Edition 1964).

Soil Landscapes of the Canberra 1:100 000 Sheet (Department of Land and Water Conservation, 2000) describes the region (Williamsdale) as having undulating rises, fans, valley flats and depressions on Silurian Volcanics of the Canberra Lowlands with a local relief of 5 to 50 m. The original woodland has been cleared and grassland areas have been extensively altered. Soils are described as moderately deep, moderately well drained Yellow Chromosols on Red and Brown Kandosols on upper rises and fan elements. Moderately to very deep, poorly to imperfectly drained Sodosols on lower rises and fan elements. Soils can be hard setting, erodible and dispersible with acidic topsoils. Other soil limitations include seasonal waterlogging, complex terrain, flood hazard, run-on and dieback.

During the AECOM (2011) investigation subsurface soils were logged as fill materials underlain by natural sand, clays and volcanic bedrock to the maximum depth investigated of 18 metres below ground surface (m bgs).

Hydrogeology

A review of the ACTMapi Cadastre and Imagery water bore layer conducted on 10 October 2019 revealed no registered groundwater monitoring wells within a 1 km radius of the site. Previous drilling at the site indicated that the standing water level is approximately between 4 and 6 mBGL. Based on the surrounding topography, the nearest surface water body and previous environmental assessments, it is considered that groundwater flow is likely to be in a northerly direction.

Regional Meteorology

- The climatic data was obtained from the Bureau of Meteorology (BOM) website (www.bom.gov.au). The BOM weather station (070339) located at Tuggeranong indicated the following conditions for the local area:
- Mean annual rainfall of 620.5 mm, with February and November typically the wettest months;
- Mean maximum temperature of 20.8°C, ranging from 12.4°C in July to 29.6°C in January; and
- Mean minimum temperature of 7°C, ranging from 0.0°C in July to 14.5°C in January.

Previous Environmental Investigations

A number of environmental investigations have been undertaken at the Site:

- AECOM 2011, *Groundwater Monitoring Well Report, Caltex Calwell (22716), Corner Were Street, and Webber Crescent, Calwell ACT.*
- Parsons Brinckerhoff Australia Pty Ltd (now WSP) 2013a, *Caltex Calwell Groundwater Monitoring Event Round 1.*
- WSP 2013b, *Caltex Calwell Groundwater Monitoring Event Round 2.*

- WSP 2014, *Caltex Calwell Groundwater Monitoring Event*.
- URS (now AECOM) 2015, *Caltex Calwell Service Station (Site ID 22176), 1 Webber Crescent, Calwell ACT 2905 Groundwater Data Report*.
- WSP 2016, *Inspection of UPSS replacement works at Caltex Calwell service station (Site ID: 22176)*.
- WSP 2018, *Caltex Calwell Service Station (Site ID 22176), Groundwater Monitoring Event July 2017 – Results Report cnr Were St, & Webber Crescent, Calwell ACT*.
- WSP 2019 (a), *Caltex Calwell Service Station (Site ID 22176) Groundwater Monitoring Event Report November 2018 cnr Were St, & Webber Crescent, Calwell ACT*.
- WSP 2019 (b), *Caltex Calwell Service Station (Site ID 22176) Groundwater Monitoring Event Report November 2019 cnr Were St, & Webber Crescent, Calwell ACT*.
- WSP 2020, *Caltex Calwell Service Station (Site ID 22176) Groundwater Monitoring Event Report November 2020 cnr Were St, & Webber Crescent, Calwell ACT*.
- WSP 2021, *Caltex Calwell Service Station (Site ID 22176) Groundwater Monitoring Event Report November 2021 cnr Were St, & Webber Crescent, Calwell ACT*.

Copies of the reports are kept on the server located at Ampol Head Office, 29-33 Bourke Road, Alexandria NSW.

Record Keeping

In accordance with Section 10 of the Environmental Authorisation for this site the following records will be maintained and kept by the Authorisation holder for a period of seven (7) years:

- a) All incidents which has affected, is affecting or could affect the integrity of the storage system;
- b) Field sampling record sheets and chain of custody forms;
- c) Results of environmental monitoring including surface and groundwater;
- d) Reconciliation records for all complaints received by its employees or by its agents in relation to pollution associated with the activities.

The records listed above are kept on the server located at Ampol Head Office, 29-33 Bourke Road, Alexandria NSW.

Additionally, the following records will be maintained and kept by the Authorisation holder for a period of one (1) year:

- a) Waste disposal certificates for any regulated or controlled wastes disposed off-site.

Waste disposal certificates are located on-site in the Site operations manual.

Section B

Loss Monitoring Procedure

The loss monitoring procedure –

‘... must be designed to measure discrepancies between:

- the amount of petroleum that should be in the system, and
- the amount of petroleum that is actually present in the system,

so as to be capable of detecting losses of petroleum occurring at a rate of 0.76 litres per hour or more, with at least 95% accuracy’ (*clause 19(4) of the UPSS Regulation*).

Statistical inventory reconciliation analysis (SIRA) is an example of a loss monitoring procedure.



Helping you minimize your impact on the environment

SIR Leak Detection Information Guide








Why you need Greenscan



As a petrol station or underground petroleum storage system owner/operator, it makes sense to take all reasonable measures to avoid environmental contamination.

Petroleum leaks not only contaminate land for future use, but a leak that finds its way to groundwater can spread the contamination to a neighboring site. Obviously this is highly undesirable, and may lead to significant financial clean-up, shutdown and legal costs.

A typical cost for an environmental contamination at a leak rate of 18 litres per day looks as follows:

-  Actual lost fuel valued at \$12,000 released to the environment over time
-  Site interruption 21 days
-  Loss of sales during shutdown \$84,000
-  Cost of tank and pipe work \$70,000
-  Remediation of contaminated soil \$25,000

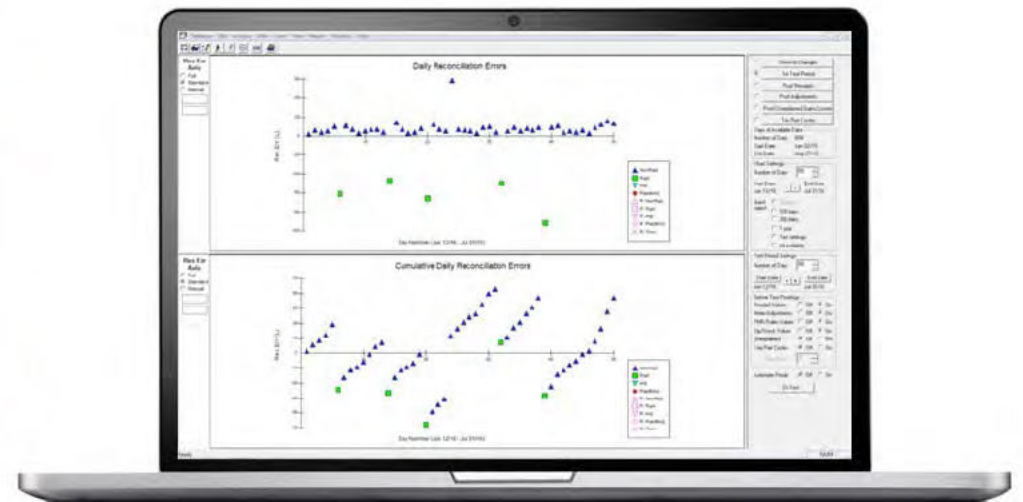
Greenscan monitors your petrol reconciliation data continuously to detect unacceptable losses or gains that may lead to environmental contamination or loss of petrol.

What is Greenscan?



In its simplest explanation, Greenscan is a sophisticated software application that applies statistical inventory reconciliation (SIR) techniques to reconciled petrol data by applying mathematical and statistical modeling algorithms, Greenscan can determine if your daily variance is greater than ± 9 litres per day (which exceeds the test threshold set by the USA EPA).

Greenscan clients receive a clear and comprehensive compliance report, which assigns a 'pass', 'fail', or 'inconclusive' status call to each tank and line system with a calculated leak rate. The compliance report also provides a detailed narrative of the possible causes, complete with a summary of 'what to do next' if a tank and line system receive a 'non-pass' status.



How does Greenscan work?



It's very simple. One of our highly trained analysts processes your daily reconciliation data (sales, deliveries, dips) against Greenscan in accordance with our ISO9001:2015 quality system policies and procedures. This results in your EPA compliance report.

We identify anomalies within your data that contribute towards daily variance. We then establish an expected loss/gain pattern for any given tank and line, and from that identify the unaccounted for loss/gain, which is then tested to the EPA threshold of at least +/- 18 litres per day.

Our analytical modeling is based upon localized temperature conditions [country by country], accounting for cyclic and seasonal adjustments, to ensure your data is tested against local conditions.

Our analysts are available to assist with any enquiries you may have, in an effort to identify concerning loss/gain issues as quickly as possible. Our process of analysis also identifies a number of other factors such as water ingress, fraud and meters over/under dispensing.



Quality
ISO 9001
QEC21381
SAI GLOBAL



EPA/530/UST-90/007

About EMS



Environmental Monitoring Solutions Pty Ltd (EMS) has been specializing in Wetstock Management (SIR Leak Detection and Real-time Petrol Data analytics) and Forecourt Automation (Automatic Tank Gauging, Submersible Turbine Pumps) for the past 25 years.

Our unique skill set coupled with a customer-first, team-based approach to all our product/service offerings, delivers time and again significant value to all our clients. We focus on clients' specific needs, look at total cost of ownership over asset life cycle that establishes a clear and accurate return on investment, key essentials for management decision making.

Over this time, EMS has developed our own intellectual property to deliver high value, certified Greenscan SIR Leak Detection services, complemented by Fuelsuite, our remote monitoring and 24/7 support service. These services keep our clients' petrol facilities operational around the clock, whilst reducing environmental exposure and lowering maintenance budgets.

Our products and services keep our clients' petrol facilities fully operational, whether you have a retail petrol station, a depot, a mine site or a bulk storage facility, we have fuel automation solutions for all fueling and transport businesses.

How our customers benefit



Ease of Use

Our secure web portal is very simple to use – enabling you to control your private information, with the flexibility to produce your own charts and reports as you require them. This is in addition to our provision of your standard EPA compliance report.

Protecting your Business and the Environment

Even the smallest leak can be damaging to your business and the environment. That's why our specialist monitoring service can identify the early onset of a loss/gain from your tank and associated piping much faster than traditional methods – and certainly earlier than visual checks. Simply submit your daily records and we do the rest.

Saving Money

We do it for you, allowing you to do what you do best – keep your business running. Our service and extensive experience of monitoring petrol losses means we can accurately detect over/under dispensing meters – this alone, on average, provides a 50%-plus payback against service cost. As a bonus, we also identify employees who are not doing the right thing – something that can save you money, potential legal issues and stress.

Legal Compliance

Our service gives clients peace of mind by exceeding the most stringent global requirements of the US EPA and meeting many country specific legal and environmental regulations. For details about your country or region contact us.

Subscription Details



What you get for your annual subscription:

- Web access with secure login
- Personalized service with a dedicated analyst that you can contact directly
- EPA compliance
- Monthly EPA compliance report (pass/fail/inconclusive, with comprehensive explanation)
- Loss investigation recommendations within your report - complete with 'what to do next' recommendations
- Web charting and reporting tools
- Ability to submit your data via our website (daily, weekly, monthly), or via manual data forms (monthly)



GreenScan

John Smith's Tote Station (jst)

	PUMP 1	PUMP 2	PUMPS	PUMP 4	PUMP 5
status	not shown	Opening station	open	closing station	
1	Unleaded	4300	4200	430	✓ Passed
1	Verfue Diesel	0	430	430	✓ Passed
2	Verfue oil	0	340	340	

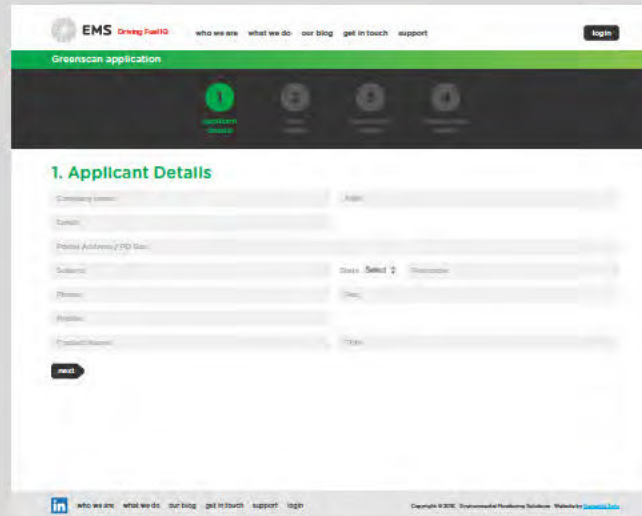
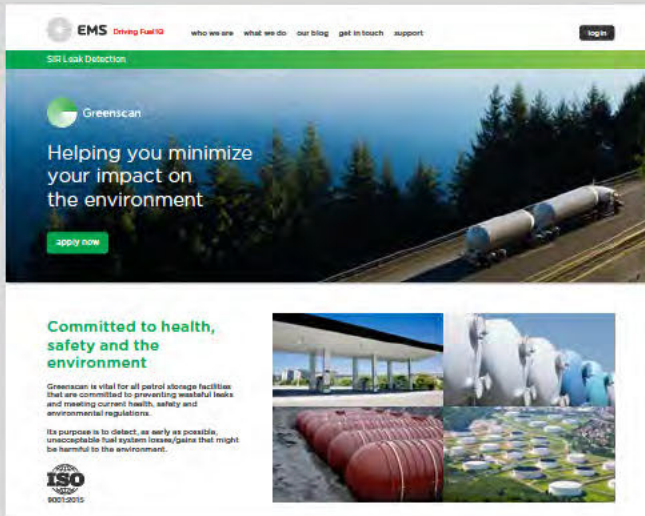
Tank Data Summary

Item / Fuel source	Opening volume	Delivered	Close	Open	Closing station	Volume
Tank 1 Unleaded	4300	4200	0	1050	430	-240
Tank 2 Verfue oil	0	0	0	2120	0	2220
Tank 3 Verfue oil	0	0	0	5918	0	5418
Tank 4 Verfue Diesel	0	0	0	1431	0	911

Previous City
Tuesday, 5 January 2016

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Getting started is simple



Step 1

Visit the [Greenscan](#) webpage and click on the 'Apply Now' button at the top of the page.

Step 2

Complete the online application form.

Step 3

We will begin processing your application and be in touch within one business day.

If you have any questions please call us on 1300 367 783 or International +61 3 9785 5000.



Division	Convenience Retail
Type	Guideline
Title	SIRA Management and Pump Calibration Program Guideline

SIRA Management and Pump Calibration Program Guideline

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Electronically Controlled Document. Refer to online document for current version.			
Custodian: Roger Smith	Owner: Facilities Maintenance Manager	Document No.: CD2017	Page: 1 of 11
Approved: 11/07/2019	Published: 10/03/2021	Periodic Due Date: 11/07/2024	Version: 5.1



Division	Convenience Retail	19
Type	Guideline	
Title	SIRA Management and Pump Calibration Program Guideline	

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Electronically Controlled Document. Refer to online document for current version.

Custodian: Roger Smith	Owner: Facilities Maintenance Manager	Document No.: CD2017	Page: 2 of 11
Approved: 11/07/2019	Published: 10/03/2021	Periodic Due Date: 11/07/2024	Version: 5.1



Division	Convenience Retail	20
Type	Guideline	
Title	SIRA Management and Pump Calibration Program Guideline	

1. OVERVIEW

1.1 PURPOSE

The purpose of this document is to summarise and provide clarification on the various responsibilities for the management of SIRA and the Pump Calibration Program

1.2 SCOPE

1.2.1 In Scope

This document is specifically designed to identify responsibilities for managing the various activities for both SIRA and the Pump Calibration Program

Application of this process applies to:

- SIRA: Ampol owned or leased retail or reseller channel sites that have operating UPSS infrastructure
- Pump Calibration Program: Retail or reseller sites where Ampol is responsible for the maintenance the fuel pumps that dispense fuel to the public

1.2.2 Out of Scope

This document does not apply to the following circumstances:

1.2.2.1 SIRA Out of Scope

- Ampol retail or reseller sites that are owned by third parties and where Ampol is not responsible for the fuel system under the lease
- Sites containing only above ground tanks and lines

1.2.2.2 SIRA and Pump Calibration Program Out of Scope

- Ampol operated or joint venture bulk storage terminals
- Ampol operated or joint venture aviation refuelling facilities
- All LPG fuel systems

1.2.3 Linked OE Processes & Documents

Application of this document must also be compliant with the requirements of the following other Ampol Processes:

- AS 4897-2008 for design and installation of Level 1 UPSS for new installations.

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- Pump Calibration Specification

This document is also fundamentally linked to the following Ampol Policies

- Ampol Environmental Policy

1.3 OBJECTIVES

The objective of this document is to ensure:

- Ampol UPSS risk is managed correctly and in accordance with this procedure (with respect to SIRA)
- Ampol is able to demonstrate compliance with UPSS and NMI regulations
- A standardised and effective SIRA loss investigation process is followed for all SIRA fail results.

2. DEFINITIONS

2.1 TERMS

Statistical Inventory Reconciliation Analysis

(SIRA)

Refers to regular and ongoing analysis of wet stock (fuel) volumes by an accredited Third Party company. The purpose is to detect fuel losses as required by State UPSS Regulations, and then to manage investigations to identify the cause of the fuel losses in order to manage and reduce UPSS risk.

The Pump Calibration Program

Refers to the Ampol's Pump Calibration Program (managed by FMG), in accordance with the approved model.

Site Operator

Person responsible for managing the Site. This can be one of several roles, such as a Franchisee, a Commission Agent, an Independent Reseller, or a Ampol team member.

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SIRA failed result

SIRA provider determines that fuel losses are in excess of 0.76 litres per hour (18.2L per day) with at least 95% accuracy after allowing for percentage throughputs, temperature and ATG calibration corrections

SIRA Provider

Refers to the Third Party management of Ampol's SIRA Program

Maintenance Provider

Refers to the company that undertakes the maintenance repairs to the Fuel System Equipment owned and maintained by Ampol.

2.2 ACRONYMS

SIRA	Statistical Inventory Reconciliation Analysis
UPSS	Underground Petroleum Storage Systems
BM	Ampol Business Manager
Ampol	Ampol Australia Petroleum Pty Ltd, , and also any other 100% Ampol Owned subsidiaries
Site	Service Station, Depot, depot front
NMI	National Measurement Institute
SIRA provider	Third party assigned by Ampol for SIRA tasks
AMS	Ampol Management System

3. BACKGROUND

SIRA is the Statistical Inventory Reconciliation Analysis, which is undertaken for all Ampol owned or leased sites where Ampol is responsible for the UPSS under the Lease. This process is the main system used to monitor fuel stock volumes and movements. SIRA results are used to identify potential UPSS integrity failures and trigger an investigation.

Pump Calibrations involve checking, verification and adjustment of the volume of fuel dispensed from retail bowsers. Calibrations are completed in accordance with the calibration model, which is developed and approved by Ampol. The pump calibration program is undertaken to ensure compliance with the law (National Trade Measurement Regulations 2009) and to improve profitability by reducing fuel losses.

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3.1 SIRA

Ampol has adopted a national SIRA loss monitoring procedure to ensure that it meets or exceeds all state regulatory requirements and has been selected by Ampol as the most applicable for our network. The regulations have been evolving to better manage the environmental risk posed by fuel leaks from underground petroleum storage systems (UPSS).

SIRA requires that all service station operators manage their loss monitoring procedure through a more robust system than the historical process involving manual dips and meters.

SIRA is an independent third-party accredited system of loss monitoring and is one of the methods accepted by UPSS Regulations. Ampol’s loss monitoring procedure (SIRA) is designed to measure discrepancies between the amount of petroleum that should be present in the system, and the amount of petroleum that is actually present in the system, so as to be capable of detecting losses of petroleum occurring at a rate of 0.76 litres per hour or more with at least 95% accuracy.

Ampol has appointed a SIRA provider to manage SIRA analysis, and to investigate SIRA Fail results. The investigations are completed over a 3 Stage process, which includes an escalation process to move through the stages. The investigations are done by the SIRA provider as required to identify the cause of the fuel losses and to manage UPSS risk.

- Stage 1 involves the SIRA provider phoning site to ask a series of questions to determine if the fuel losses are likely to be caused by administration issues at site, or could they be potentially a physical loss. Most SIRA fails are resolved at this stage.
- Stage 2 involves the SIRA provider logging a call on AmpolFM with Ampol’s maintenance provider. The scope involves pump calibration checks to confirm that the fuel pumps comply with the requirements of the National Measurement Institute (NMI) and Ampol calibration specifications, and also visual inspections to try to identify the cause of the fuel losses.
- Stage 3 involves the SIRA provider providing recommendations for UPSS integrity testing to the UPSS Risk Coordinator when this is justified to manage UPSS risk. The UPSS Risk Coordinator then reviews this recommendation and arrange this testing via Ampol’s integrity testing contractors.

A copy of the results of SIRA Investigations can be provided by Ampol’s UPSS Risk Coordinator or by Ampol’s Senior State Environmental Specialist.

Confirmed UPSS Failures via Stage 3 Investigations that are believed to have caused a leak from the UPSS are referred to Ampol’s Senior State Environmental Specialist by the UPSS Risk Coordinator. The Senior State Environmental Specialist manages any remediation and Reporting that is required to comply with UPSS Regulations. Sites that are leased by Ampol

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and where the Lessor is responsible for the UPSS are referred to the Lessor to manage any remediation and Reporting, with a copy sent to the Regulatory authorities.

3.2 PUMP CALIBRATIONS

Ampol has developed a national pump calibration program which is designed to meet or exceed NMI requirements. Pump calibrations are completed to ensure pump meters dispense within NMI legal tolerance, and also to manage any Notices issued by NMI for non-compliant pumps.

Ampol FMG (FMG fuel specialist) project manage the pump calibration program. This involves setting the calibration frequencies with the goal of achieving NMI compliance.

Ampol FMG schedule the 2 yearly calibrations on AmpolFM and dispatch it to the contracted maintenance provider for completing pump calibrations. The reports are saved into Ampol's database on AmpolFM and reviewed to ensure that pump meters are being adjusted as required by Ampol's calibration procedure.

The calibration schedule can be obtained from the Ampol's FMG specialist. It is not stored at site because of its dynamic nature which involves regular changes across the network of Ampol owned pumps. (due to activities such as pumps being replaced, sites opening or closing, site rebuilds etc.)

4. MANAGEMENT EXPECTATIONS

4.1 SIRA

4.1.1 Ampol UPSS Risk Coordinator

- Facilitates the effective application of the SIRA process
- Manages the SIRA service provider to strive for continuous improvement in SIRA's ability to quickly identify potential fuel leaks
- Receives recommendations for SIRA Stage 2 and 3 Investigations from SIRA Provider and further proceeds with calibrations or testing, or otherwise on another form of UPSS risk management as appropriate
- Manage further UPSS repair works (after stage 3 failures) under Stingray Capex program or refer it further to UPSS manager
- Communicates the SIRA provider recommendations and test / calibrations outcomes to BM
- Informs Ampol's Senior State Environmental Specialist if a leak has been identified by SIRA
- Communicates unacceptable risks to the business and makes recommendations for stopping sales

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- Reports issues with UPSS integrity failures, with an estimated SIRA loss of more than 165 litres on Cintellate system and coordinate the investigation process

4.1.2 SIRA Provider

- Receives wet stock (fuel) data from sites or Ampol, including daily: tank dips, fuel deliveries, and fuel sales
- Performs statistical analysis of this data, either weekly or monthly depending on the risk profile of the site as determined by Ampol
- Provides SIRA reports to Ampol. Results can be Pass (including Flag), Fail, No Data or Inconclusive
- Manages Stage 1 SIRA Investigations for any Fail results. This involves the SIRA provider phoning Site to ask a series of questions to determine if the fuel losses are likely to be caused by administration issues at site, or could they be potentially a physical loss.
- Stage 2 SIRA Investigations. This involves the SIRA provider to log a calibration task on AmpolFM with Ampol’s maintenance provider. The scope involves pump calibrations and also visual inspections to try to identify the cause if the fuel losses
- Informs Ampol’s maintenance provider and FMG if Stage 2 results are not completed within agreed time frames, so that they can be expedited until completion
- Stage 3 SIRA Investigations. This involves the SIRA provider providing recommendations for UPSS integrity testing to UPSS Risk Coordinator when the SIRA provider considers this justified to manage UPSS Risk.

4.1.3 Ampol Business Manager (BM)

- Ensures that all Ampol owned and leased sites with UPSS in their territory are managed within Ampol’s SIRA program
- Submission of six monthly SIRA declarations within Ampol
- Receives of the Monthly SIRA report from the SIRA provider
- Follows up with Site Operators for tanks that do not get a PASS result to assist the site with their wet stock obligations
- Follows up with Site Operators SIRA Investigations for fail, inconclusive or chase data results

4.1.4 FMG

- Manages the relationship with the Ampol maintenance provider
- Is responsible for the completing SIRA Stage 2 investigations in a timely manner
- Expedites overdue Stage 2 SIRA investigations as required

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- Schedules and manages the pump calibrations program

4.1.5 Environmental Specialists

- Manages remediation as required following a confirmed UPSS fuel leak
- Reporting to regulators as required following a confirmed UPSS fuel leak

4.2 PUMP CALIBRATIONS

4.2.1 FMG fuel specialist

- Project Manages the pump calibration program
- Manages the pump calibration model approved by Ampol which is used to determine calibration frequency
- Responsible for approving any changes to the pump calibration program
- Optimises the pump calibration program
 - Places calibration work orders with the Ampol maintenance provider
 - Records the last calibration date by fuel grade
 - Receives copy of calibration reports via AmpolFM
 - Generates monthly performance reports to track performance of the maintenance provider
 - Generates monthly reports for BMs with information such as sites on the program, last calibration dates, current calibration orders and calibration results.
 - Manages Notices issued by NMI by placing calibration work orders with the Ampol maintenance provider and follows up to confirm completion and compliance to the Notice

4.2.2 Business Manager (BM)

- Receives monthly reports showing last calibration dates
- Forwards any NMI Notices provided by Site to the SIRA provider for their action

4.2.3 SIRA provider

- Recommends stage 2 calibrations / logs a call on AmpolFM with maintenance provider to conduct a calibration task for SIRA fail results

4.2.4 Ampol Maintenance Provider

- Arranges pump calibrations based on work orders from the SIRA provider
- Manages sub-contractors where applicable
- Responsible for completing calibrations and providing calibration reports by the due date(s)

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4.3 SPECIFIC TRAINING & COMPETENCY REQUIREMENTS

- Training of BMs in their SIRA responsibilities is under review
- Training of site operators in their SIRA responsibilities is under review

4.4 NOTIFICATION & REPORTING REQUIREMENTS

4.4.1 Internal Notifications/ Reporting

- The SIRA provider is responsible for communicating the results of Stage 1 & Stage 2 SIRA investigations to relevant BMs
- The Ampol maintenance provider is responsible for communicating the results and proving the test reports from SIRA Stage 3 investigations to the BM and the FMG Specialist. This report documents the recommendations of the testing company, for action by FMG and the BM
- The UPSS Risk Coordinator is responsible for informing the Senior State Environmental Specialist upon confirmation of a UPSS fuel leak
- Site Operators are responsible for forwarding any NMI Non-Compliance Notices issued for pumps to their BM and logging a call on AmpolFM with maintenance providers. Site Operators are responsible for locking out the pumps if required by the NMI Notice

4.4.2 External Notifications/Reporting

The Environmental Specialist is responsible for reporting to Government Regulators upon confirmation of a fuel leak identified by SIRA.

5. RESOURCES

- This document is available within the Environment Protection Plan for all site operators and BM's via the AMPOL MyAmpol portal.

5.1 EXCEPTIONAL RESOURCES

The following key exceptional resources are required to be available and maintained in order to fulfil the requirements of this process:

- Ampol IT is responsible for ensuring the AMPOL MyAmpol portal is able to be accessed by all site operators and BM's.
- Sites with AMS as their back-office computer system require Ampol (Senior IT Analyst - Information Technology Services) support to consolidate their AMS SIRA data from each site and provide it to the SIRA provider weekly and monthly.

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- Funding is to be available, as needed, for additional IT development undertaken by the SIRA provider

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Waste Oil Tank – Loss Monitoring Procedure

Calwell Service Station has a 5,000 L capacity waste oil tank associated with the mechanics workshop.

Section 5 of AS 4987 Equipment Requirements for Used Oil Systems identifies three leak monitoring systems for used oil.

As the waste oil tank capacity is less than 5,500 L manual tank gauging has been elected as the leak monitoring system.

An independent Environmental Consultant has been engaged by the Ampol Senior Environmental Specialist to manually gauge the waste oil tank in the mechanics workshop on a six-monthly basis using the manual tank gauging method identified in Section 5.5.2 Manual tank gauging of AS 4987:

Waste oil – manual tank gauging for tanks less than or equal to 5,500 L

Manual tank gauging shall only be used as a leak monitoring system on used oil tanks having a capacity less than or equal to 5,500 L. Such gauging shall comply with the following requirements:

- a) The level of used oil in the tank shall be measured at the beginning and end of a time interval of at least 36 hours, during which time no used oil shall be added to or removed from the tank.*
- b) Each level measurement shall be based on the average of two consecutive dipstick readings.*
- c) If, during the period referred in item (a) above, there is an unexplained variation of more than 2.0% of the tank volume, the variation shall be classified as a discrepancy and investigated as set out in Clause 7.5*

The waste oil tank dipping records are kept on the Ampol Server located at Ampol Head Office (29-33 Bourke Road, Alexandria NSW).

Section C

Incident Management Procedure

The incident management procedure –

'... must set out the procedures to be followed in dealing with any leaks and spills of petroleum from the [underground petroleum storage] system' (*clause 19(5) of the UPSS Regulation*).



Division	Corporate
Type	Standard
Title	Incident Reporting and Recording Definitions

Incident Reporting and Recording Definitions

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1. Overview

1.1 Purpose

The purpose of this document is to provide expanded definitions to further support consistent classification and reporting of Operational Excellence metrics in line with the Ampol Incident Notification and Investigation Standard.

The document describes measurements that are used for internal management as well as measurements used for company internal and external reporting.

1.2 Scope

These definitions are to be applied to the Ampol group of companies under the scope, intent and purpose of the Incident Notification and Investigation Standard.

In general these expanded definitions are required for consistent classification and reporting of events that could occur in any part of the business. Individual Ampol businesses and departments may choose to further expand the definitions for specific event consequences in their focus area, so long as it remains consistent with the definitions herein AND is calibrated to the risk matrix set out in the Incident Notification and Investigation Standard.

1.3 Objectives

The objective of this process is to ensure consistent application of definitions which in turn supports comparable measurements. Group Risk & Audit can provide assistance where needed to ensure correct classification and will provide clarification where there is challenge or uncertainty with the General Manager Group Risk & Audit having the final decision.

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2. General Definitions

Reportable	Any disruptive event where an injury, illness or loss occurred, or any potentially disruptive event with greater than incidental near loss/near miss should be reported and recorded in the Cintellate database.
Recordable	Any reportable included in company performance metrics monitored by Leadership Teams or the Board. These vary from time to time but generally require determination of: <ul style="list-style-type: none"> Operational control (Ampol owned, operated, or organised activity or asset) Work relationship (activity or environment) Employee, contractor, customer or visitor involvement
Multiple Recordables	An event involving multiple recordable metrics should all be counted separately, e.g. if a petroleum spill results in a fire and a restricted work injury, all three metrics should be counted. The spill should be reported even if the total volume was consumed in the fire.
High Potential (HiPo)	Any reportable event that could, in other circumstances (with one further control failure), realistically result in a Major, Severe or Extreme consequence severity.
Reportable Date	<p>The date recorded for a specific event or identifiable exposure is the date it occurred. Where this cannot be established, the date of first recollection or report shall be used. If reclassification occurs, it shall always apply from the date first reported.</p> <p>Where actual severity has not yet been confirmed or realised due to time, \$ value or consequence delay, the anticipated most likely classification should be recorded in consultation with Group Audit & Risk, particularly where this occurs at the close of a performance reporting period such as month or calendar year, and re-confirmed ASAP.</p> <p>Where an event or likely consequence (for Moderate Cat 2 +) is not known and reported until after the calendar year it occurred, Group Audit & Risk shall be consulted to agree either a revision of prior year classifications or a classification against the reported impact date in the new year.</p>
Frequency Rates	<p>Injury/Illness/Case rates are calculated as the number of cases for each million hours worked in a specified period.</p> <p>Vehicle accident rates are calculated as the number of vehicle accidents for each million kilometres travelled in a specified period.</p>
Hours Worked	Actual hours worked including overtime. Paid non-work time such as sick leave, recreation leave, jury duty, military or other leave, and public holidays are not included. If actual hours worked are not available for individuals, an estimate of 2,080 hours per year may be used.
Kilometres travelled	Use actual for tanker trucks, and 12,000km per annum for regular motor vehicle drivers or 1,600km per annum for occasional drivers.

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3. Operational Control

Operational control exists when Ampol has the authority to implement Operational Excellence standards consistent with those required of its own employees, activities, and facilities.

Examples of operational control include:

- Ampol owned and operated service stations, depots, fleets, terminals or refinery
- Ampol operated joint ventures

Examples of exclusions to operational control include:

- Joint ventures not operated or maintained by Ampol (eg non-operated JUHI sites)
- Consumer outlets not operated by Ampol
- Independent Distributors operating Ampol property
- Development sites where Ampol is not the legally nominated Principal Contractor
- Acquired companies where Ampol OE Management System standards have not been implemented
- Acquired sites where Ampol OE Management System standards have not yet been implemented (exclusion only valid for first 12 months of acquisition)
- Contract carriers when not on Ampol controlled sites, i.e. on the road (such cases should be monitored as part of effective contractor performance management with reporting and investigation to capture lessons learned and prevent recurrences).

The Ampol department with the most operational control for the person/s or equipment (not necessarily the location) primarily involved in the event shall be responsible for reporting, recording and investigating.

4. Work Relationship

Work relationship exists where an identifiable work related event or exposure, in the work environment or activity, caused or contributed to the resulting condition, including:

- Work activities whilst travelling on Ampol business
- A specific event or identifiable exposure in the work environment significantly aggravated a pre-existing condition that would not have occurred but for that event or exposure. Aggravation where signs or symptoms have not resolved is a continuation of the original case regardless of how much time has passed after initial report where the aggravation does not cause new symptoms or pathology. However, a new case shall be reported where the person has a different type of injury or illness (or symptomology) affecting the same part of the body, or the same type of injury or illness affecting the same part of the body but had since recovered completely (documented clearance for pre-injury duties from a physician).

Following are **exemptions from** work relationship:

- Person (including employees) was present as member of general public.
- Signs or symptoms surface at work but result from a non-work related event or exposure.
- Result of voluntary participation in wellness program, team-building exercise, medical or fitness-related activity.
- Result of person eating or drinking or preparing food or drink for personal consumption.

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4. Work Relationship

- Person doing personal tasks.
- Result of personal grooming & hygiene, self-medication for non-work condition, or intentionally self-inflicted.
- Occurs on a company parking lot or access road while person is commuting to or from work.
- Illness due to common cold or flu.
- Occurs during travel while not on duty or involved in activities that are not business related.
- Cases related to the general home environment when working from home, e.g. tripping over the dog.
- Detours for personal reasons when travelling on work-related business.
- Where a physician does not support that it is work-related.

5. Type of Personnel Involvement

Employee (workers)	<p>Individuals on the Ampol company payroll and receive work direction from Ampol. <u>Secondees from other companies under direct Ampol management control should also be considered employees. Secondees to other companies are not included.</u></p> <p>Includes where individuals are employed for a specific period filling a regular or authorised position on the organisation chart. They may be paid by Ampol or an agency, however Ampol controls significant terms and conditions of their work such as individual performance expectations, management of workers compensation or inclusion in HR employee headcounts.</p> <p>Temporary workers not part of the HR employee headcount are included in the Contractor category.</p>
Contractor (workers)	<p>Any company or individual under contract, sub-contract, or purchase order with Ampol that performs work or provides services to or on behalf of Ampol including:</p> <ul style="list-style-type: none"> ▪ Work in a facility or area designated for the sole purpose of working under an Ampol contract (e.g. office or fabrication yard). ▪ Subcontractors hired directly by Ampol contractors to perform work on behalf of Ampol contract or service agreement. ▪ Ampol oversees the work or has reasonable influence over work being performed on behalf of Ampol, e.g. temporary or short term administrative and clerical workers. ▪ Contract carriers & spot charters loading, unloading, picking up, or delivering at Ampol premises. ▪ Service providers at Ampol facilities, e.g. landscapers, cafeteria workers or security guards.
Customers; Visitors & Others	<ul style="list-style-type: none"> ▪ Companies whose services were contracted by a customer ▪ Service providers not working on Ampol premises and not working exclusively for or under the direction of Ampol. ▪ Mail and courier personnel, and delivery services, e.g. non-contractor stock supply and vending machine deliveries. ▪ Casual visitors, e.g. customers, public or regulator officials, tours.

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6. PERSONAL SAFETY

6.1 Injury or Illness Case

Occupational Injury	An injury which results from a work-related activity or exposure involving a single incident or instantaneous identifiable event in the work environment where the immediate consequence & diagnosis correlates with the mechanism of injury and the task being performed at the time of the event, including cut, fracture, sprain, amputation, loss of consciousness, deafness from explosion, one-time chemical exposure, back disorder from a slip/trip, animal bite, etc.
Occupational Illness	Any abnormal condition or disorder, or any fatality other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. Occupational illness may be caused by inhalation, absorption, ingestion of, or direct contact with the hazard, as well as exposure to physical and psychological hazards. Guidance: determining the classification of a work-related incident as occupational injury or occupational illness will depend on the mechanism of exposure. Injuries are caused by instantaneous identifiable events where the immediate consequence (Injury diagnosis) correlates with the mechanism of injury related to the task being performed at the time of the event, whereas illnesses are not. Examples of illness would be heat stress caused by exposure to sun and high temperatures while working outdoors, injuries from prolonged repetitive computer use, asbestosis, work-related stress (supported by accepted Workers Compensation claim), gradual hearing loss related to workplace exposure, musculoskeletal injuries or inflammation from overuse or repeated exposure to lifting or stressful body positions or motions.

6.2 Injury or Illness Type

Fatality	The death of a person that results from a specific event or identifiable exposure in the work environment while engaged in a work-related activity. The person need not actually die <u>in</u> the work environment. The death of a member of the public occurring within or outside Ampol premises is not recordable although notification and reporting is encouraged.
Days Away From Work (DAFW)	Agreed capacity, supported by physician where available, is unfit to work for any full calendar day after the reportable date.
Restricted Work (RW)	Agreed capacity after the reportable date, supported by physician where available, is: <ul style="list-style-type: none"> • Normal hours/shifts reduced; or • Beyond normal duties created, e.g. normal driver does scheduling in the office; or • Certified restrictions that prevent some normal pre-injury duties are in place > 7 days.

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6. PERSONAL SAFETY

<p>Medical Treatment (MT)</p>	<p>Cases that are not severe enough to be reported as fatalities, 'Days Away From Work', or 'Restricted Work' cases but require treatment that must be provided by a physician (excluding those listed under First Aid).</p> <p>Medical Treatment does not include in isolation:</p> <ul style="list-style-type: none"> • The conduct of diagnostic procedures, such as x-rays and blood tests • Administration of prescription medication • Visits to a physician or other licensed health care professional solely for observation, or counselling. <p>The following may or may not involve any treatment but for purposes of severity classification, will be reported as Medical Treatment:</p> <ul style="list-style-type: none"> • Any loss of consciousness (not mere/brief fainting) • Significant injury diagnosed by a physician or other licensed health care professional including punctured ear drums, dental repair work, fractures, sutures, industrial-related respiratory disease and some types of occupational cancer. • Needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material. • Occupational hearing loss • Medical removal under a government standard.
<p>First Aid</p>	<p>Cases that require some form of first aid, which can legally be treated by a trained First Aider or Nurse even if the treatment is provided by a GP.</p> <p>An incident is classified as a First Aid if the treatment of the resultant injury is limited to one or more of the following specific treatments:</p> <ol style="list-style-type: none"> 1. Using medication at non-prescription strength 2. Administering tetanus immunizations 3. Cleaning, flushing or soaking wounds on the surface of the skin 4. Using wound gluing or coverings such as bandages or butterfly strips 5. Using hot or cold therapy 6. Using non-rigid means of support, such as elastic bandages & back belts 7. Using temporary immobilization devices while transporting an accident victim (e.g. splints, slings, neck collars, back boards, etc.) 8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister 9. Using eye patches 10. Removing foreign bodies from the eye using only irrigation or a cotton swab 11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means 12. Using finger guards 13. Using massages, or physio for short term symptom relief 14. Drinking fluids for relief of heat stress

6.3 Personal Safety Metrics

<p>Moderate (Cat 2) Injury or Illness</p>	<p>DAFW > 7 continuous full days off work immediately from the time & day of injury/illness event, but < 6 months.</p>
<p>Major + (Cat 3) Injury or Illness (non fatality)</p>	<p>DAFW > 6 months continuous full days off work immediately from the time & day of injury/illness event, with accepted workers comp impairment determination.</p>

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6. PERSONAL SAFETY

Impacted Days	Total number of certified calendar days in a nominated reporting period for any previously classified DAFW or RW employee injury or illness irrespective of period when the reportable date occurred
New Workers Compensation Claims	The number of accepted new employee workers compensation claims during a nominated reporting period
Open Workers Compensation Claims	The number of accepted open employee workers compensation claims at the end of a nominated reporting period
Recordable Injury or Illness Case	Employee or contractor occupational injury or illness with operational control & work relationship where days away from work, restricted work or medical treatment required.
Total Recordable Injury Frequency Rate (TRIFR)	The total number of Recordable Injuries per millionhours worked for a nominated reporting period.
Total Recordable Case Frequency Rate (TRCFR)	The total number of Recordable Injuries & Illnesses (cases) per million hours worked for a nominated reporting period.

7. VEHICLE ACCIDENTS

A vehicle is any mechanically or electrically powered device (excluding one moved by human power, e.g. bicycle) by which persons or property is transported on roadways. The load on the vehicle is to be considered part of the vehicle if an accident occurs involving the load.

Motor Vehicle Accident (MVA) & Tanker Truck Accident (TTA)	<p>Vehicle accidents are to be reported regardless of blame/fault. Those travelling >20km/h (for any vehicle involved at the time of impact/accident) are recordable where there is operational control, work relationship, and employee or contractor involvement. These include:</p> <ul style="list-style-type: none"> ▪ Motor Vehicle equivalent to Class C on driver's licence or vehicle that does not exceed 4.5 tonnes Gross Vehicle Mass (GVM) and can seat up to 12 adults including the driver. Includes: Cars, utilities, vans, non-tanker trucks and motorcycles ▪ Tanker trucks or any vehicle exceeding 4.5 tonnes GVM ▪ Vehicles owned, leased, or rented by Ampol, i.e. Company asset or hire car ▪ Personal vehicles being operated for Ampol business ▪ Novated lease, works need or packaged vehicles involved in Ampol business at time of accident <p>It excludes as a recordable vehicle accident (but still reportable):</p> <ul style="list-style-type: none"> ▪ Vehicles operated on fixed rails, forklifts, cranes and construction machinery. ▪ Vehicles properly parked in a designated, safe and legal space. ▪ Where total damage to all vehicles involved < \$5,000, and all vehicles involved can still be driven safely and no other collision, damage, injury or spill has occurred. ▪ Injuries that occur when entering or exiting a stopped or parked vehicle. ▪ Any event involving loading or unloading from a stopped or parked vehicle. ▪ Damage to or total loss of a vehicle solely due to criminal activity such as vandalism and theft, or environmental conditions such as hail and wind. ▪ Where the driver was not on Ampol business at the time of the accident ▪ Windscreen, paintwork, tyre or undercarriage damage due to animal strikes, loose objects or projectiles where no other collision, damage, injury or spill has occurred.
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8. FIRES & EXPLOSIONS

Any occurrence of combustion (smoke or flame) or explosion not intentionally ignited for a planned beneficial purpose. Details of all fires are to be reported separately under the following categories:

- Fires resulting in injury and/or where the immediate damage to plant or environment exceeds \$5,000.
- Fires where the immediate damage caused is less than or equal to \$5,000.

9. PROCESS SAFETY DEFINITIONS (API RP 754)

Reporting definitions are per the American Petroleum Institute Recommended Practice (API RP) 754 for process safety reporting. For further clarification refer to the API RP 754.

<p>Tier 1 Process Safety Event:</p>	<p>An uncontrolled or unplanned loss of primary containment (LOPC) from a process that results in one, or more, of the following consequences;</p> <ul style="list-style-type: none"> i) employee or contractor DAFW case or fatality ii) hospitalisation or fatality to a third party iii) officially declared community evacuation or shelter-in-place (SIP) iv) fire or explosion resulting in damage of >US\$25k direct costs v) a pressure relief device discharging to atmosphere that results in one, or more, of the following consequences; <ul style="list-style-type: none"> a. liquid carry over b. discharge to an unsafe location c. an on-site shelter-in-place d. public protective measures (eg road closure) and a discharge quantity in any 1 hour period which is greater than Tier 1 threshold quantities. vi) a release of material which is greater than the Tier 1 threshold quantities in any one hour period. <p>Tier 1 events also include LOPC of non-flammable and non-toxic materials (eg steam, Nitrogen, compressed air).</p>	<p>Tier 1 threshold quantities include;</p> <ul style="list-style-type: none"> • flammable gases (500kgs) • PGII flammable liquids (1000kgs) • PGIII flammable liquids (2000kgs) <p>PG = Packing Group</p>
<p>Tier 2 Process Safety Event:</p>	<p>An uncontrolled or unplanned loss of primary containment from a process that results in one, or more, of the consequences listed below and is not reported as a Tier 1 PSE;</p> <ul style="list-style-type: none"> i) an employee, or contractor, recordable injury ii) a fire or explosion resulting in damage >US\$2500 direct costs iii) a pressure relief device discharge to atmosphere which results in one, or more, of the following consequences; <ul style="list-style-type: none"> a. liquid carry over b. discharge to an unsafe location c. an on-site shelter-in-place 	<p>Tier 2 threshold quantities include:</p> <ul style="list-style-type: none"> • flammable gases (50kgs) • PGII flammable liquids (100kgs) • PGIII flammable liquids (1000kgs).

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9. PROCESS SAFETY DEFINITIONS (API RP 754)

	<ul style="list-style-type: none"> d. public protective measures (eg road closure) and a discharge quantity in any 1 hour period which is greater than the Tier 2 threshold quantities. iv) a release of material which is greater than the Tier 2 threshold quantities in any one hour period. Tier 2 events also include LOPC of non-flammable and non-toxic materials (eg steam, Nitrogen, compressed air). 	
Tier 3 Process Safety Event:	<p>A Tier 3 process safety event typically represents a <u>challenge to the barrier system</u> that progressed along the path to harm, but is stopped short of a Tier 1 or Tier 2 consequence. Tier 3 indicators provide an opportunity to identify and correct barrier weaknesses. Tier 3 process safety events are typically customised for a facility / organisation but may include;</p> <ul style="list-style-type: none"> i) safe operating limit excursions ii) primary containment inspection results outside acceptable limits (eg <MAT) iii) demands on safety systems (eg process trips, Pressure Relief Valves, mechanical shutdown systems) 	LOPC events <Tier 2 thresholds
Tier 4 Process Safety Indicators:	<p>Tier 4 process safety indicators are indicative of <u>process safety system weaknesses</u> which may eventually contribute to a potential Tier 1 or Tier 2 process safety event. Examples of Tier 4 process safety indicators include;</p> <ul style="list-style-type: none"> i) PHA Study completion ii) Process safety action item closure iii) Training completed on-schedule iv) Procedures current and accurate v) Work permit compliance vi) Safety critical equipment inspection vii) Safety critical equipment defect management viii) MOC and PSSR compliance ix) Completion of emergency response exercises & drills. 	

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10. SPILLS

Unintended release or leak of a substance from primary containment (intended container) to air, surface, water, land, or secondary containment.

- All spills are reportable
- All spills should **also be assessed under Process Safety Definitions** (see above)
- All spills should **also be assessed under Environmental Incident** (see below)
- **Recordable spills are reported according to volume of hydrocarbon or process chemical liquid released:**
 - Major > 8,000L
 - Minor > 160L and < 8,000L
 - Marine = any from marine operations over water (bunkering, wharf, shipping)
- Non-recordable spills are reported as:
 - Incidental < 160L hydrocarbon/process chemical
 - Incidental < 6L hydrocarbon/process chemical
 - Volume of other substance (non hydrocarbon/process chemical)

Do not include:

- Intentional authorised discharge, or sheens from authorised discharge point, e.g. ocean outfall.
- Residual discharge collected in temporary containment during planned maintenance.
- Equipment designed to drip or drain directly to sumps, pans or other collection system.

Spill Quantity Estimation	<ul style="list-style-type: none"> • Do not reduce the volume spilled by the volume recovered, nor consumed during a fire. • Oily water mixtures should exclude water volume. • The amount lost from underground leaks should be estimated on the basis of stock inventory records & site investigation/remediation efforts.
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11. ENVIRONMENTAL INCIDENT

An environmental incident includes:

- A release or leak (spill) that reaches air, surface water, soil, groundwater or marine water.
- An underground petroleum storage system (UPSS) release or leak (spill).
- An environmental license or regulatory exceedance or non-compliance/breach.

Environmental Release	A release from primary or secondary containment that reaches the environment (air, surface water, soil, groundwater or marine water). Environmental classification is based upon the resulting harm and remediation effort required, as per the consequence severity matrix in the Notification & Investigation Standard.
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11. ENVIRONMENTAL INCIDENT

<p>Underground Petroleum Storage System (UPSS) Release</p>	<p>A UPSS release of product to the environment (even if it hasn't yet reached the water table), will be reported as:</p> <ul style="list-style-type: none"> A Spill (according to the total loss volume estimate), when the volume discrepancy is confirmed as a leak, <p>AND/OR</p> <ul style="list-style-type: none"> An Environmental Incident (according to the harm & remediation effort required), when one or more of the following scenarios apply: <ul style="list-style-type: none"> It has been reported to the regulator (and therefore also assessed for Compliance & Regulatory severity classification). It is causing 'material harm' (as defined by the regulator) to human health or the environment. There is evidence on site of new, free-phase or dissolved phase, hydrocarbons in the surface or ground water. There is evidence that offsite migration of hydrocarbon could occur, is occurring, or has occurred.
<p>Licence or Regulatory Exceedance</p>	<p>Licence exceedance is when a specific environmental licence discharge limit is exceeded. Multiple discharge parameters exceeding limits at the same time (or as determined from the same sample) count as multiple events. Where there is ongoing exceedance, each 24hr period of exceedance is to be counted separately. Examples include:</p> <ul style="list-style-type: none"> Documented emissions or discharges above the permissible limit resulting from equipment breakdown, human error, or any other cause. Visible emissions/black smoke above licence limits. Waste discharges that exceed any permissible limit. <p>It excludes breaches of any permit or licence conditions associated with the administration or application of the licence or permit, and permit exceedances with approved variances from the regulatory authority (permit exceedances that occur with variances still pending or no variance in place must be reported).</p>
<p>Licence or Regulatory Non-Compliance or Breach</p>	<p>Licence non-compliance includes a failure to conduct regulatory monitoring or submit a regulatory report by the due date. Regulatory non-compliance includes commencing or undertaking works without the necessary environmental approvals (except for licence exceedance).</p>

12. REGULATORY COMPLIANCE & LEGAL PRIVILEGE

Legislation requires particular events to be notified as incidents to Regulators or Statutory Authorities. Check with, or follow the guidance of your Ampol business' legal, compliance, risk, safety, or environment subject matter expert (SME) for what constitutes such events and/or whether the required investigation should be conducted under legal privilege.

Basic details of the notification shall be included in the Cintellate record clearly indicating the time and content of the reported information. Similarly, unplanned or reactive visits by Regulators & Statutory Authorities, together with notices and warnings

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12. REGULATORY COMPLIANCE & LEGAL PRIVILEGE

should be recorded in Cintellate, as should failures to meet regulatory approvals or deadlines. Cintellate records can be marked “confidential” to protect visibility of sensitive information or maintain legal privilege.

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Incident Notification and Investigation Standard

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1. Overview

1.1. Purpose

The purpose of this document is to establish and communicate consistent requirements for:

1. Classifying the actual and potential consequence of disruptive events in order to determine initial notification and recording; and
2. Ensuring appropriate levels of skill, experience and accountability are applied to investigations.

1.2. Scope

These notification and investigation requirements shall be applied to all disruptive and potentially disruptive (including greater than incidental near loss/near miss) events, in which Ampol people, products or assets are involved.

2. Investigation Requirements

2.1. Basic & Standard Investigations

A basic (called preliminary in Retail) or standard (called formal in Retail) investigation shall be conducted where required by Part C of the table in section 3; and recorded against the event in the Ampol Cintellate online database. The purpose of an investigation is to determine what happened and why and make recommendations to prevent the event or similar from happening again. It is NOT about apportioning blame.

An effective investigation shall address the following key items:

- a) **Data Collection** – all relevant data from before, during and after the event shall be collected as soon as possible to ensure the highest accuracy and avoid degrading of data integrity.
- b) **Data Organisation** (not mandatory for basic/preliminary) – collected data should be fully referenced and organised into categories to aid later analysis and to identify any missing data which must still be obtained.
- c) **Data Analysis** (not mandatory for basic/preliminary) – depending on the severity and complexity of the event, the lead investigator should undertake an appropriate analysis of the data to draw conclusions about why things happened as they did, including whether the causes and controls had been correctly identified and assessed in a risk register.
- d) **Corrective Actions** – recommended solutions should be developed using the hierarchy of controls and ALARP (“as low as reasonably practicable”) principles. Approval to proceed with recommended solutions as corrective actions should be dependent upon delivering a measurable reduction in the likelihood of recurrence or severity of outcome (i.e. a measurable reduction in risk). An update of the risk register should also be included as a corrective action where causes or controls had not been correctly identified or assessed.

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- e) **Quality Review** - conducted by supervisors and managers to ensure quality and effectiveness of the investigation.
- f) **Verification & Validation** (not mandatory for basic/preliminary) – the investigation owner or delegate will ensure that the corrective actions are completed in a timely manner, and then verify and validate the implementation of the actions.

2.2. Complex Investigations

Some investigations, particularly where nominated by Part C of the table in section 3, require additional skills and expertise and/or a more complex investigation methodology e.g. “TapRoot”, “Apollo” or “ICAM” analysis. When approved, this can also be attached to the event record in Cintellate unless directed otherwise by legal privilege.

Where a functional department does not have such a process, methodology or expertise, or where multiple departments require a consistent and coordinated approach, assistance can be sought from Group Security & Resilience to utilise the Group Investigations process.

2.3. Group Investigations & Adversarial Acts

For special risks involving an occurrence, threat, allegation or suspicion of an Adversarial Act that has the potential to threaten life, pose a material or reputational risk to the Ampol Group, and/or involve sensitive issues, an independent Group Investigation may be required that involves the likes of police, insurance companies or government agencies.

For any Adversarial Act you must refer to the Group Investigations Standard and if required, contact the Group Security & Resilience Team before taking any further action. They will determine if and how a Group Investigation is to be managed and coordinate any internal investigation(s) as needed.

Adversarial Acts fall into the following types of special risks (refer to Group Investigations Standard for more detail):

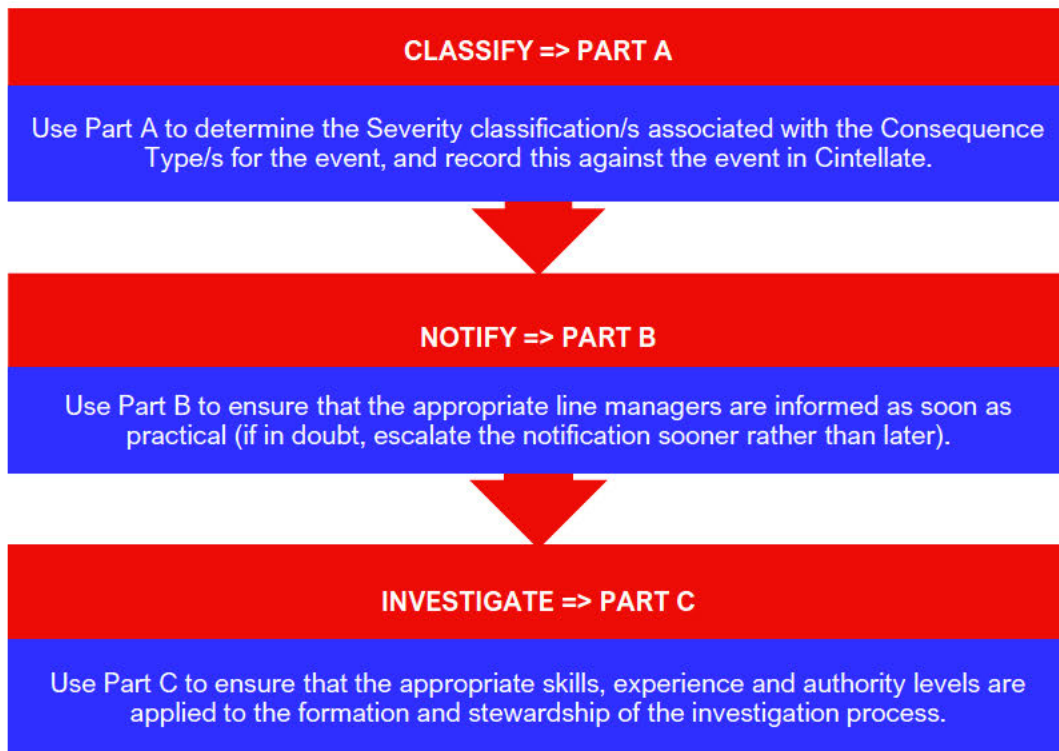
- Continuity & Property – e.g. terrorism, blockade, malicious damage, war, etc.
- Personnel – e.g. abduction, murder, threat, missing person, hijack, stalking, etc.
- Political – e.g. denial of access, compulsory seizure, government takeover, etc.
- Compliance & Reputation – e.g. fraud, internal corruption, defamation, money laundering, etc.
- Cyber & Information – e.g. systems compromise, online threat, information theft, etc.
- Extortive – e.g. blackmail, boycotts, bribery demand, extortion, kidnap, etc.

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3. Procedure to Classify, Notify, Investigate

The steps to be taken are outlined below. Refer to the Ampol Incident Reporting and Recording Definitions for further guidance on the definition associated with Ampol classifications.



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PART A - CONSEQUENCE SEVERITY MATRIX

This matrix should be used for classification of likely event severity (Actual and/or Potential) to determine appropriate notification of the consequence type (Part B), and the investigation requirements (Part C).
Actual Severity (for Losses) - What is the actual likely consequence? Use worst case when there are multiple consequence types. **Also determine if Adversarial Act applies?**
Potential Severity (for Losses and Near Misses / Near Losses) - What could have been the consequence, or the worst outcome, given the conditions and controls that were present? **Also determine if High Potential (HiPo) applies?**
High Potential (HiPo) – any disruptive event or near miss / near loss that could, in other circumstances (with one further control failure), realistically result in a Major, Severe or Extreme consequence severity.
Adversarial Act – any occurrence, threat, suspicion or allegation of an aggressive or sensitive nature that has the potential to threaten life and/or property or pose a material or reputational risk to the Ampol Group.

Consequence Type	Incidental (Cat 0)	Minor (Cat 1)	Moderate (Cat 2)	Major (Cat 3)	Severe (Cat 3)	Extreme (Cat 3)
Typical Response =>	Business as Usual	Incident Response	Emergency Response	Emergency Management Team	Crisis Management Team	Crisis Management Team
Health and Safety	Event resulting in first aid treatment	Event resulting in medically treated injury/illness. Includes Restricted Work & Days Away from Work (excl > 7 full days off immediately from time of injury).	Event resulting in short or moderate term temporary impairment. Includes Days Away From Work > 7 full days off immediately from time of injury.	Event resulting in long term temporary impairment 6+ months / partial permanent impairment.	Event resulting in Total Permanent impairment / singular fatality.	Event resulting in multiple fatalities.
Environmental	Release or potential release to land, air or water with no known or actual environmental harm.	Release to land, air or water resulting in temporary environmental harm and remediation effort (< 1 week).	Release to land, air or water resulting in short term environmental harm and remediation effort (< 3 months).	Release to land, air or water resulting in medium term environmental harm and remediation effort (up to 1 year).	Release to land, air or water resulting in persistent but reversible environmental harm and remediation effort (> 1 year).	Release to land, air or water resulting in long term irreversible environmental harm or significant widespread disruption to area of ecological significance.
Compliance & Regulatory	Event or non-compliance is not notifiable, or notifiable with no formal follow-up / warning.	Event, non-compliance or breach is regulator identified / notifiable with formal follow-up / warning or Improvement Notice issued.	Event, non-compliance or breach with regulator/agency fine < \$20,000; or adverse enforcement action limits site operational activity.	Event or non-compliance with prosecution or fine (>\$20,000 and <\$1 Million). Adverse enforcement action by regulators which limits operational activities across a business unit. Class action launched with a financial impact <\$1 Million.	Prosecution with conviction plus significant fine (>\$1 Million). Adverse enforcement action by regulators which limits operational activities across Ampol. Class action launched with a financial impact between \$1-\$10 Million.	Prosecution with conviction plus significant fine (>\$10 Million) or jail. Loss of license to operate, or extensive enforcement action against Ampol. Class action launched with a financial impact >\$10 Million.
Stakeholder, Community and Customer Trust (Brand and Reputation)	No impact on local operations or community. Isolated and short-term complaints from stakeholder group.	Minor impact on local operations or community with isolated and short-term complaints from stakeholder group.	Some disruption to local operations and community. Sustained complaints from stakeholder group. Short term local media coverage.	Local adverse social impact. Damage to relationships with key stakeholders of benefit to local operations. Prolonged local media coverage.	Significant brand damage and loss of business attributable to reputational impacts. Damage to relationships with key stakeholders of benefit to Ampol.	Severe brand damage and major loss of supply & sales business attributable to reputational impacts. Prolonged adverse national media attention. Widespread adverse social impact.
Financial	Impact on EBITDA or Cashflow <1% (2018 approx. <\$10 Million).	Impact on EBITDA or Cashflow 1-5% (2018 approx. \$10-\$50 Million).	Impact on EBITDA or Cashflow 5-10% (2018 approx. \$50-\$100 Million).	Impact on EBITDA or Cashflow 10-15% (2018 approx. \$100-150 Million).	Impact on EBITDA or Cashflow 15-25% (2018 approx. \$150-250 Million).	Impact to EBITDA of Cashflow >25% (2018 approx. >\$250 Million).
Business Interruption	Business interruption events resulting in one or more other Incidental consequence types that can be resolved through normal operating processes without management escalation.	Business interruption events resulting in one or more other Minor consequence types that can be resolved through normal operating processes without management escalation.	Business interruption events resulting in one or more other Moderate consequence types, which are absorbed with some management effort.	Business interruption events resulting in one or more other Major consequence types, which can be absorbed with major management effort.	Business interruption events resulting in one or more other Severe consequence types that require escalation and significant management effort to absorb impact.	Business interruption events resulting in one or more other Extreme consequence types that require escalation and significant management effort but not able to absorb impact.
Additional Severity Guidance for Specific Events (unless a greater consequence severity can be identified above). Departments can expand in their own consequence tables in line with guidance & severity herein.	MVA/TTA < 20km/h. Spill/release <160L (not incl marine ops to water). Tier 3,4 (API 754) process safety. Single food contaminant, withdrawal. Offspec fuel/cargo no cost impact. Petty security < \$1k loss, threatened.	MVA/TTA > 20km/h. Spill/release > 160L and < 8000L, or any marine ops to water. Tier 2 (API 754) process safety. Multi food contaminant/poisoning of same type, allergic reaction, recall. Offspec fuel/cargo <\$5m cost impact. Security>\$1k, assault/armed robbery.	Tier 1 (API 754) process safety. Recall of Ampol Private Label food. Offspec fuel/cargo > \$5m cost impact. Firearm discharged.	Spill/release > 8000L.		

Electronically Controlled Document. Refer to online document for current version.			
Custodian: Tony Hall	Owner: Group Health & Safety Manager	Document No.: CD3824	Page: 6 of 7
Approved: 29/09/2020	Published: 2/02/2021	Periodic Due Date: 29/09/2025	Version: 4.3

Division	Corporate
Type	Standard
Title	Incident Notification and Investigation Standard

PART B – NOTIFICATION REQUIREMENTS

Use worst case Actual or HiPo consequence severity to determine the following *minimum* requirements for notifying the appropriate Ampol representatives. There may be additional department-specific requirements. If in doubt, escalate soonest. For any Adversarial Act you must refer to the Group Investigations Standard and if required, contact the Group Security & Resilience Team before taking any further action.

Consequence Type	Incidental (Cat 0)	Minor (Cat 1)	Moderate (Cat 2)	Major (Cat 3)	Severe (Cat 3)	Extreme (Cat 3)
Typical Response =>	Business as Usual	Incident Response	Emergency Response	Emergency Management Team	Crisis Management Team	Crisis Management Team
Immediately follow your site incident and/or emergency response arrangements; Then tell your immediate Supervisor or Line Manager; Who shall then notify ASAP as follows =>	Immediate Supervisor or Line Manager, of the person who is injured or reporting the event, shall: - ensure a Cintellate record, AND - check with their Ampol Legal, Risk, Safety or Environment SME to see if it: <ul style="list-style-type: none"> • Might be an Adversarial Act? • Is Notifiable to a Regulator? • Needs D&A testing performed? • Requires Legal Privilege or any other critical action to occur? 	As per Incidental plus the Immediate Supervisor or Line Manager shall also: - notify their Ampol Line Manager, i.e. the Manager Once Removed (MOR) for the event or injured person; - and the Ampol MOR shall inform their Ampol Leadership Team (ALT) member	As per Minor plus the ALT member shall also: - notify the Ampol CEO	As per Moderate plus Ampol CEO will verbally inform the Chairman (and where relevant the Chairman of the appropriate Committee), and in writing to the full Board.		

PART C – INVESTIGATION REQUIREMENTS

Use worst case Actual or HiPo consequence severity to determine the following *minimum* requirements for investigation. For any Adversarial Act, the Group Security & Resilience Team will determine if and how a Group Investigation is to be managed.

Accountable to Deliver Investigation in Final Status within 60days (or as agreed with Regulator/Legal/ALT member) =>	Immediate Supervisor or Line Manager of the person who is injured or reporting the event.	Ampol MOR for the event or injured person	Ampol direct report of ALT member	ALT member
Expected Minimum Type of Investigation =>	Basic (or Preliminary in Retail)	Standard (or Formal in Retail)	Complex – Standard/Formal with structured Root Cause Analysis	Independent Complex – Standard/Formal with structured Root Cause Analysis completed with a lead investigator independent of the Accountable ALT member

Electronically Controlled Document. Refer to online document for current version.			
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CLEANING A MINOR FUEL SPILL OPERATING PROCEDURE

INTRODUCTION

This operating procedure provides the required information to safely clean up a minor fuel spill on the forecourt.

Note: A minor spill is classified under **5 Litres or less than 2 square metres.**

WORK HEALTH & SAFETY



Caution:

- If spill was caused by faulty equipment such as leaking pump or nozzle, stop pump, isolate, and log a maintenance request through AmpolFM
- Be aware of the risks and hazards below, for all steps
- Be aware of any hazard that could result in a slip, trip or fall



For further information refer to the below documents:

- Forecourt Safety Procedure
- Forecourt Cleaning Operating Procedure
- Emergency Flipchart

WHAT YOU NEED

Tools/Resources	Tools/Resources
Safety Vest	Nitrile Gloves
Safety Cones	Forecourt Safety Trolley
Safety Goggles (if required)	Disposable Mask (if required)

KEY ACTIONS


Preparing the Task

No.	Activity
1	Gather all required PPE, Spill Kit Bin, Red Contaminated Waste Bin, dustpan and brush.
2	Put on Safety Vest and Nitrile Gloves.

Electronically Controlled Document. Refer to online document for current version.

Custodian: Andrew Mcalister	Owner: Retail Programs Lead	Document No.: CD1030	Page: 1 of 3
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Isolating Area

No.	Activity
1	Proceed to forecourt to complete the task.
2	Barricade relevant pump(s) using safety cones (minimum 3). Place with a minimum distance of 1.5 meters between each cone and the pump. <div data-bbox="588 633 1070 1010" style="text-align: center;">  </div>
3	Turn E-Flares on and place the Forecourt Safety Trolley at the front of pump area with the Work in Progress sign displayed facing customer traffic flow.

Completing Task



Caution: If allergic to chemicals or dust, put on safety goggles and disposable mask.

No.	Activity
1	Evenly spread Enretech across the spill area.
2	Ensure the fuel spill does not enter into drains.
3	Allow time for the spill to be absorbed by the Enretech and sweep up with dustpan and brush once dry.

Electronically Controlled Document. Refer to online document for current version.

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Disposal of Spill Kit materials

No.	Activity
1	<p>Contaminated spill kit materials must be disposed of safely using the appropriate Waste Disposal bag available in the spill kit.</p> <div style="text-align: center;">  </div> <p>Note: Ensure the contaminated waste is sealed in the bag and placed in the red contaminated waste spill kit bin. Ensure the spill kit bin is out of customer reach, not in food storage areas and away from any hazardous zones including gas cages.</p>
2	<p>Once the red contaminated waste spill kit bin is half full, as per the instructions on the bin, log a job in AmpolFM for collection.</p>

Cleaning Up

No.	Activity
1	Return all PPE, Spill Kit, dustpan and brush to the designated storage areas.
2	Wash hands and communicate completion of task.



For More Information: If contents of the Spill Kit has been used, order replacement materials from Blackwoods via StoreBOS, refer to the Personal Protective (PPE) Guide for replacement product codes.

Electronically Controlled Document. Refer to online document for current version.

Custodian: Andrew Mcalister	Owner: Retail Programs Lead	Document No.: CD1030	Page: 3 of 3
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SAFE WORK PRACTICE: Fuel Spill Clean Up

Hazards



Resources



<p>1 Upon being notified of a spill less than five (5) Litres or 2 m2</p> <ul style="list-style-type: none"> Assess the situation and size of the spill. If required hit Emergency Stop button. Follow the directions of the Emergency Action Flipchart Advise team members of intention to undertake clean up. Obtain Spill Kit and Forecourt trolley Set up area Break seal on spill kit and check contents of kit Put on PPE – gloves, goggles and dust mask Stop spill from flowing to drains or spreading by using booms, place absorbent material over the spill area Allow spill to absorb into Enretech. Once absorbed, use a dustpan and brush to clean up. Place material into the plastic bag, tie off and store in compound area awaiting collection by waste company Notify manager of contents used for replenishment and waste requiring removal. Return items to storage location and wash hands thoroughly Report spill in Cintellate 	<p>Report all spills in Cintellate</p> 
<p>2 For spills greater than five (5) Litres or 2 m2</p> <ul style="list-style-type: none"> Assess the situation, hit the emergency stop button, obtain flip chart and follow directions in the Fuel Spill Tab Call Fire Brigade on '000' Cease forecourt operations, clear site, do not allow engines to be started, eliminate sources of ignition. Obtain spill kit, attempt to contain if safe to do so using spill kit contents, place fire extinguisher close by in preparation for use Call ERS and follow directions -, this may include evacuating the site Do not allow vehicles to be started and moved. Notify Manager of situation – assist emergency services as required. Once area has been cleared and cleaned - report spill in Cintellate 	<p>Follow directions on Emergency Flip Chart</p> 
<p>3 Disposal of spill kit materials</p> <ul style="list-style-type: none"> Safely dispose of spill kit materials using the appropriate 'Waste Disposal' bag Ensure the contaminated waste is sealed in the bag and stored out of customer reach, not in food storage areas and away from any hazardous zones including gas cages. SM to raise request in AmpolFM for waste to be removed. 	<p>Use approved waste disposal bags</p> 

Should an injury occur, ring Injury Assist on 1300 336 053 and report it to your Manager

Applicable Operating Procedures – Forecourt Cleaning: CD1015, Placing Rubbish into Industrial Bins: CD1150, Manual Handling: CD1148.

Remember, **THINK SAFE** about the activity you are doing so that you **ACT SAFE** and can go **HOME SAFE**.

Electronically Controlled Document. Refer to online document for current version.

Custodian: Aaron Creagh	Owner: Retail Risk, Safety & Compliance	Document No.: CD1437	Page: 1 of 1
Approved: 18/03/2021	Published: 18/03/2021	Periodic Due Date: 18/03/2026	Version: 2

Section D

Maintenance Schedule

The maintenance schedule –

‘... must include details of what maintenance is proposed to be carried out, and when, in relation to the system generally and in relation to the various gauges, indicators, groundwater monitoring wells and other measuring instruments in the system’ (*clause 19(6) of the UPSS Regulation*).

PREVENTATIVE MAINTENANCE ITEMS

SECTION SA - FORECOURT PUMPS / DISPENSERS & FUEL SYSTEM EQUIPMENT

Items: 1-6

OBJECTIVE

To ensure that all forecourt Pumps & Dispensers, Submersible Turbine Pumps and Associated Fuel System Equipment is fully operational and compliant with all applicable Laws.

The work will be reactive to a 'call for service', unless otherwise specified, which shall be responded to in order of priority as defined in the Response and Job Completion Time schedule. The Contractor must report any modifications to the Pumps & Dispensers and any change to Asset records of Pumps & Dispensers installed at each site.

There are periodic 'Preventative Maintenance' works undertaken

- Annual leak detector testing on pressure fuel systems
- Scheduled meter calibration.

Electrical Hazardous area and Continuity Testing

Rev	Description / Scope Element		Frequency per year
Rev	1	FORECOURT PUMPS & DISPENSERS	
08.01		Complete maintenance of all parts and components above ground level, in accordance with the manufacturers specifications, necessary to allow the system to perform all its specified functions of controlling, computing, and displaying, shall be undertaken including but not limited to the following:	Reactive to 'call for service'
		<ul style="list-style-type: none"> • the complete internal e.g. pumping mechanism, meters, modules, pulsers, transmitters 	
		<ul style="list-style-type: none"> • all electrical and electronic parts and components above and including the electrical junction box in the base of the pump and include termination at the switchboard including the replacement of circuit breakers and fuses but excluding the wiring back to the switchboard 	
		<ul style="list-style-type: none"> • for suction system pumps the suction line coupling including all accessible isolation valves 	
		<ul style="list-style-type: none"> • for pressure system dispensers the isolation valve and shear valve 	
		<ul style="list-style-type: none"> • supply and replace all hoses, nozzles, splash guards. Note all hoses shall be replaced like for like – length and type. A hose requires replacement / repair when cracked through the outer casing, exposing the reinforcing or webbing. A hose can only be cut / reduced up to 5% of its original length when conducting these repairs. 	

		<ul style="list-style-type: none"> • supply and replace cracked &/or frosted over acrylic or glass dial faces where necessary 	
		<ul style="list-style-type: none"> • supply and replace any defective globes, tubes, starters, or other illuminating devices which comprise part of dispensers and light boxes attached to any dispenser 	
		<ul style="list-style-type: none"> • supply all required spare part materials, items and/or reconditioning of all components as may be required. Un-reconditioned second hand and/or non-manufacturer approved spare parts are not acceptable under any circumstances 	
		<ul style="list-style-type: none"> • drain, gas free and/or transfer product from the equipment when necessary to effect repairs or service and account for such product involved. 	
Rev	2	CALIBRATION	
08.01		Undertake fuel dispenser calibration inspection in accordance with Ampol Fuel Dispenser Pump Meter Calibration Standard.	Refer to Ampol calibration schedule
08.01		Forward all required compliance certificates to statutory authorities and maintain records of reporting and calibration status for Ampol.	
08.01		Note: additional calibration requests will be required at times initiated by Ampol or the SIRA service provider.	
Rev	3	SUBMERSIBLE TURBINE PUMPS (STP's) INCLUDING LEAK DETECTORS	
08.01	3.1	Complete maintenance of all parts and components, in accordance with the manufacturers specifications, necessary to allow the equipment to perform all its specified functions of supplying fuel on demand while mounted within the underground storage tank (UST) to the forecourt dispensers including but not limited to:	Reactive to 'call for service'
		<ul style="list-style-type: none"> • the pump, the motor and function element 	
		<ul style="list-style-type: none"> • all associated power and communication connections and junction boxes, including termination at the switchboard and the replacement of circuit breakers and fuses but excluding the wiring back to the switchboard 	
		<ul style="list-style-type: none"> • all fluid control and isolation valves 	
		<ul style="list-style-type: none"> • supply all required spare part materials, items and/or reconditioning of all components as may be required. Un-reconditioned second hand and/or non- manufacturer approved spare parts are not acceptable under any circumstances 	
		<ul style="list-style-type: none"> • inspect all pump access chambers for presence of water and/or fuel and pump out as required, to facilitate maintenance access to pumps and associated fuel system equipment <p><i>Note: Where site is equipped with an oily water separator (coalescing plate or hydro cyclone type) process effluent (water with 'rainbow sheen') through the site separator.</i></p>	

	3.2	Inspect and report on mechanical leak detectors fitted to submersible turbine pumps all in accordance with the manufacturers test procedures (Report to include proof of test and operation compliance for all leak detectors).	1
	3.3	Inspect and report on electronic pressure line leak detectors (PLLD's) fitted to submersible turbine pumps all in accordance with the manufacturers test procedures. (Report to include proof of test and operation compliance for all leak detectors).	1

SECTION SA - ASSOCIATED FUEL SYSTEM EQUIPMENT

Rev	4	MECHANICAL COMPUTING EQUIPMENT	
08.01		Complete maintenance of all parts and components, in accordance with the manufacturer's specifications, necessary to allow the equipment to perform all its specified functions of controlling, computing, and displaying.	Reactive to 'call for service'
Rev	5	AUTOMATIC TANK GAUGE (ATG)	
08.02		Complete maintenance of all parts and components, in accordance with the manufacturer's specifications, necessary to allow the equipment to perform all its specified functions including:	1
		• Tank probes	
		• Control console	
		• Dial-up modem and communication interfaces	
		• all electrical and electronic parts and components including termination at the switchboard, the replacement of circuit breakers and fuses but excluding the wiring back to the switchboard.	
	6	CONSOLES	
08.01	6.1	CASH REGISTER TYPE Complete maintenance of all parts and components, in accordance with the manufacturers' specifications, necessary to allow the equipment to perform all its specified functions.	Reactive to 'call for service' Through IT Support
08.01	6.2	NON-CASH REGISTER (PUMP CONTROL ONLY TYPE) Complete maintenance of all parts and components, in accordance with the manufacturer's specifications, necessary to allow the equipment to perform all its specified functions.	Reactive to 'call for service' Through IT Support



SECTION SB

Rev	DESCRIPTION / SCOPE ELEMENT		Frequency per year
Rev	UNDERGROUND HOLDING TANK		
08.02	18	Check that underground storage tank has legible identification signage e.g., Confined space entry) and is suitably fixed.	1
08.02	19	Check general appearance and condition (damage, missing bolts, etc.) of manway.	1
08.02	20	Check sediment level in holding tank does not exceed 100mm. NOTE: If sediment level exceeds required limit, Contractor is NOT required to pump out sediment. Non-conformance should be listed on report/inspection sheet and identified to the site manager.	1
08.02	21	Check for any petroleum product present in holding tank. NOTE: if petroleum product exists in holding tank, Contractor is NOT required to pump out content. Non-Conformance shall be listed on report and identified to the site manager.	1
08.02	22	Check high level alarm probes and pump cut-out probes are installed and functioning. Test floats to ensure correct operation settings of system with high level start function and low-level stop function for pump operation.	1
Rev	EFFLUENT SAMPLE		
08.02	23	Collect inlet and discharge samples and arrange for testing of samples to ensure compliance with local regulatory limits, e.g. Sydney Water.	1

SECTION SC - FILL / DIP POINTS, SPILL CONTAINMENT BOXES, BULK STORAGE TANKS, VENTS & UNDERGROUND PIPING

Items: 1-11

OBJECTIVE

To check and make good fill dip points, including spill containment box, for the presence of fuel, water & sediment and in doing so determine the effectiveness of containment. To ensure that all product identification markers are present. To check monitoring system of all double wall tanks.

Rev	DESCRIPTION / SCOPE ELEMENT		Frequency per year
Rev	FILL POINT SPILL CONTAINMENT BOXES (single or multi)		
08.02	1	Check correct operation of all lids and handles, external and internal. Confirm correct alignment and closure (no lid should be in contact with caps)	1
08.02	2	Check pipe penetration seals and confirm they are intact. Note: reinstate and check earthing wire continuity & resistance after replacing seal(s). Confirm integrity of containment.	1
08.02	3	Check drain valve operation and destination label is installed and legible, confirm that box drains completely to the valve. Refer Ampol Specification "Maintenance, Inspection, And Repair of Fill Point Containment Box Static Earthing System".	1
	4	Inspect and test all earthing stakes and electrical continuity of bonding wires to confirm compliance with AS/NZS 2381, AS/NZS 3000 and Ampol Specification "Maintenance, Inspection, And Repair of Fill Point Containment Box Static Earthing System". NOTE: Earthing stake tests shall be the "fall-of potential" or "3 pin resistance test" method, where it is possible to install a reference rod without breaking concrete; If the above test is not feasible for the site, then inspection will suffice without earthing stake test. Costings shall be given for both options and identified in the report which method was undertaken.	
08.02		Static Earthing Test	2
08.02		Equipotential Bonding Test	2
08.02	5	Complete all inspections, tests and checklists as per Ampol Specification "Maintenance, Inspection, And Repair of Fill Point Containment Box Static Earthing System", not covered in tasks above.	1

08.02	6	Inspect Fill, Dip and vapor recovery markers for damage, wear, missing items or non-compliance with AIP CP5.	1
08.02	7	Check all fill and dip point ground boxes and caps for any mechanical damage and condition of seals.	1
Rev	TANK DIP STICK		
08.02	8	Inspect all Tank Dip Sticks for integrity or damage. Ensure Safe Fill Level is marked. Measure and ensure 150mm marker from base of dip stick exists and is accurate.	1
Rev	DOUBLE WALL TANK INTEGRITY		
08.02	9	For fiberglass jacketed steel tanks: Inspect tank vacuum gauge to verify if a vacuum exists in the interstitial space. Refer to manufacturer's specifications for acceptable tolerances. Confirm gauge is operational and readable. If vacuum is not indicated on gauge report immediately to Ampol for direction on remedial action.	2
08.02	10	For double wall fiberglass tanks: Inspect liquid level monitor reservoir to confirm within recorded level range. Refer to manufacturer's specifications for acceptable tolerances. If liquid outside range or no longer visible report immediately to Ampol for direction on remedial action.	2
Rev	TANK VENTS		
08.02	11	Check all vent caps exist and are not damaged.	1

SECTION SD - FUEL SYSTEM - ACCESS CHAMBERS & PITS

Items: 1-6

OBJECTIVE

To check the condition of access chambers, covers, and pits and to ensure there is no fuel in access chambers.

Rev	DESCRIPTION / SCOPE ELEMENT		Frequency per year
08.02	1	All driveway and other surface covers are to be examined for correct seating and damage.	1
08.02	2	For all tanks with fiberglass or molded plastic chambers inspect all the cables and pipework penetration entry boots to ensure seals are intact.	1
08.02	3	Check that each access point cover has the required colour coded external product/tank number identification disc in accordance with AIP CP5. Inspect for wear and damaged discs.	1
08.02	4	Conduct a visual inspection of all access chambers and pits for presence of fuel. If fuel is found, investigate the source.	1

08.02	5	Conduct a visual inspection of all access chambers for presence of water. If water is discovered investigate the source. Where site is equipped with an oily water separator (Triple interceptor, coalescing plate or hydrocyclone type) process effluent through the site separator.	1
08.02	6	Inspect the condition of all valves, spades, flanged connections and other fittings within access chambers.	1

SECTION SF - CATHODIC PROTECTION (CP)

Items: 1-3

OBJECTIVE

To confirm that installed Cathodic Protection is operating as designed and ensure that all compliance.

Rev	DESCRIPTION / SCOPE ELEMENT		Frequency per year
08.02	1	Check that sacrificial anode Cathodic Protection system is correctly connected and that anodes are still operational. Potential should be above 0.85 volt threshold.	1
08.02	2	Check Impressed Current control panel is fully operational and record amperage. Record output amps and volts of transformer rectifier. Adjust output of transformer rectifier if necessary, to maintain the 0.85 volt threshold. Report on condition.	2
08.02	3	Forward all required compliance certificates to statutory authorities and maintain record of reporting for Ampol.	1

Section E

Current 'as-built' drawings for the system

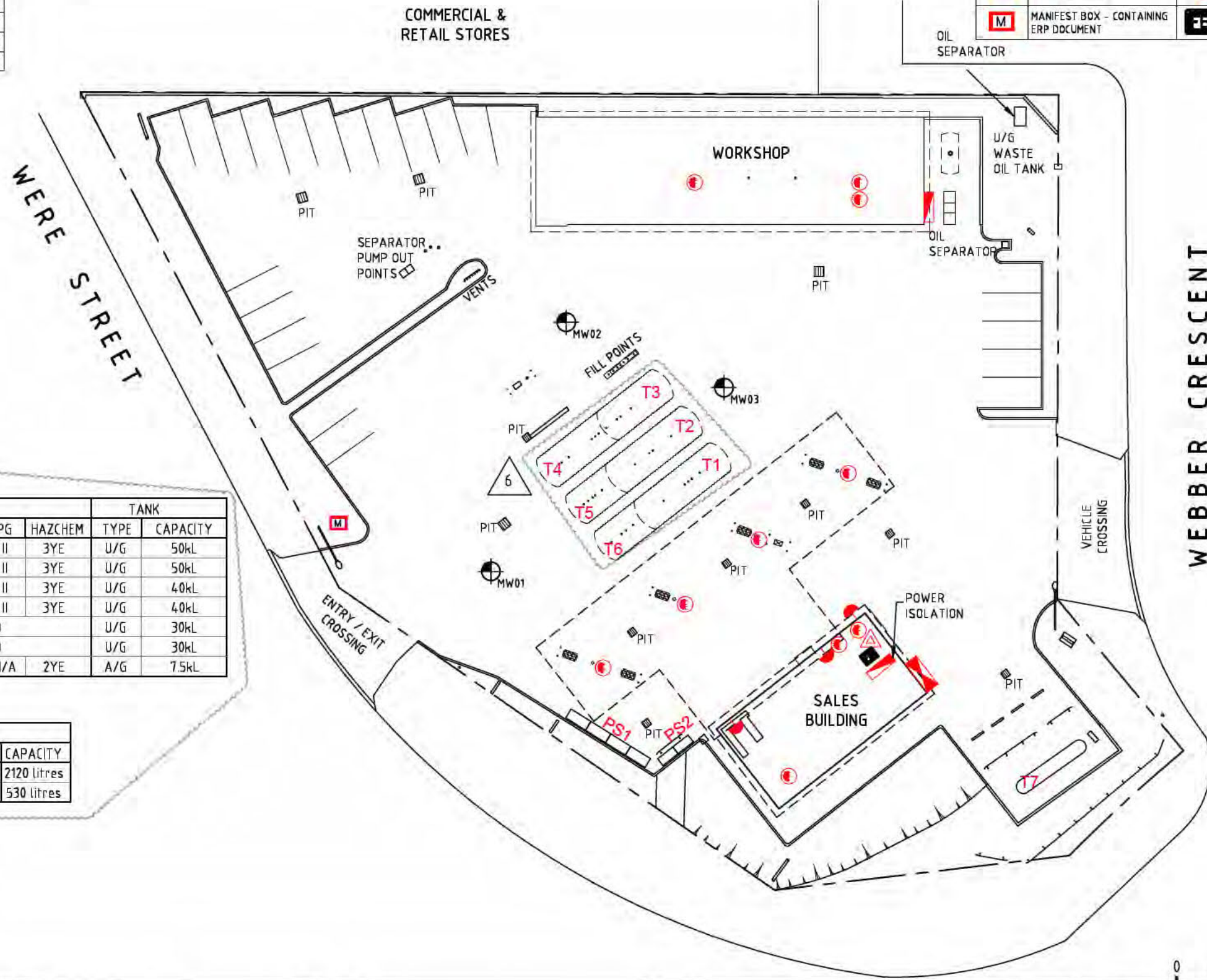
These are detailed site plans (to a recognisable scale) which depict the final installed configuration of any part of a UPSS and any construction deviations showing all features of the storage site as currently built. This does not include the pre-constructed drawings.

The date of the plan should be included.

SITE INFORMATION		
1	BUSINESS NAME / OPERATOR	AMPOL RETAIL PTY LTD
2	EMERGENCY RESPONSE - ERS	1800 033 111
3	RPD	-
4	PARISH	CALWELL 2905
5	LOCALITY	WERE ST CNR WEBBER CRES
6	AREA	4253m ²
7	LGA	ACT
8	LATITUDE	-35.434858
9	LONGITUDE	149.112548
10	NSW NDG#	ACT



LEGEND:			
	GROUNDWATER MONITORING WELLS		EMERGENCY STOP BUTTON
	SWITCHBOARD		CO ² FIRE EXTINGUISHER
	FIRE HOSE REEL		DRY CHEMICAL FIRE EXTINGUISHER
	MANIFEST BOX - CONTAINING ERP DOCUMENT		FIRE BLANKET



BULK STORAGE (IN TANKS)

TANK No.	GRADE	DANGEROUS GOODS						TANK	
		NAME	CLASS	SUB RISK/s	UN No.	PG	HAZCHEM	TYPE	CAPACITY
T1	P-95A	PETROL	3	N/A	1203	II	3YE	U/G	50kL
T2	ULP-91	PETROL	3	N/A	1203	II	3YE	U/G	50kL
T3	ULP-91	PETROL	3	N/A	1203	II	3YE	U/G	40kL
T4	P-98A	PETROL	3	N/A	1203	II	3YE	U/G	40kL
T5	P-DSLA	DIESEL		COMBUSTIBLE LIQUID				U/G	30kL
T6	P-DSLA	DIESEL		COMBUSTIBLE LIQUID				U/G	30kL
T7	LPG	LPG	2.1	N/A	1075	N/A	2YE	A/G	7.5kL

PACKAGE STORAGE

STORAGE AREA	DANGEROUS GOODS						
	NAME	CLASS	SUB RISK/s	UN No.	PG	HAZCHEM	CAPACITY
PS1	LPG	2.1	N/A	1075	N/A	2YE	2120 litres
PS2	LPG	2.1	N/A	1075	N/A	2YE	530 litres



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	04	NP	25.09.20	UPDATED PRODUCTS			1:400	APPROVED	DATE
	05	JS	29.06.21	REVISED TO AMPOL GENERAL REVISIONS			A3	DRAWING No.	REV.
	06	JS	28.07.21	TANKS REVISED			22176-DG	6	
REVISION									

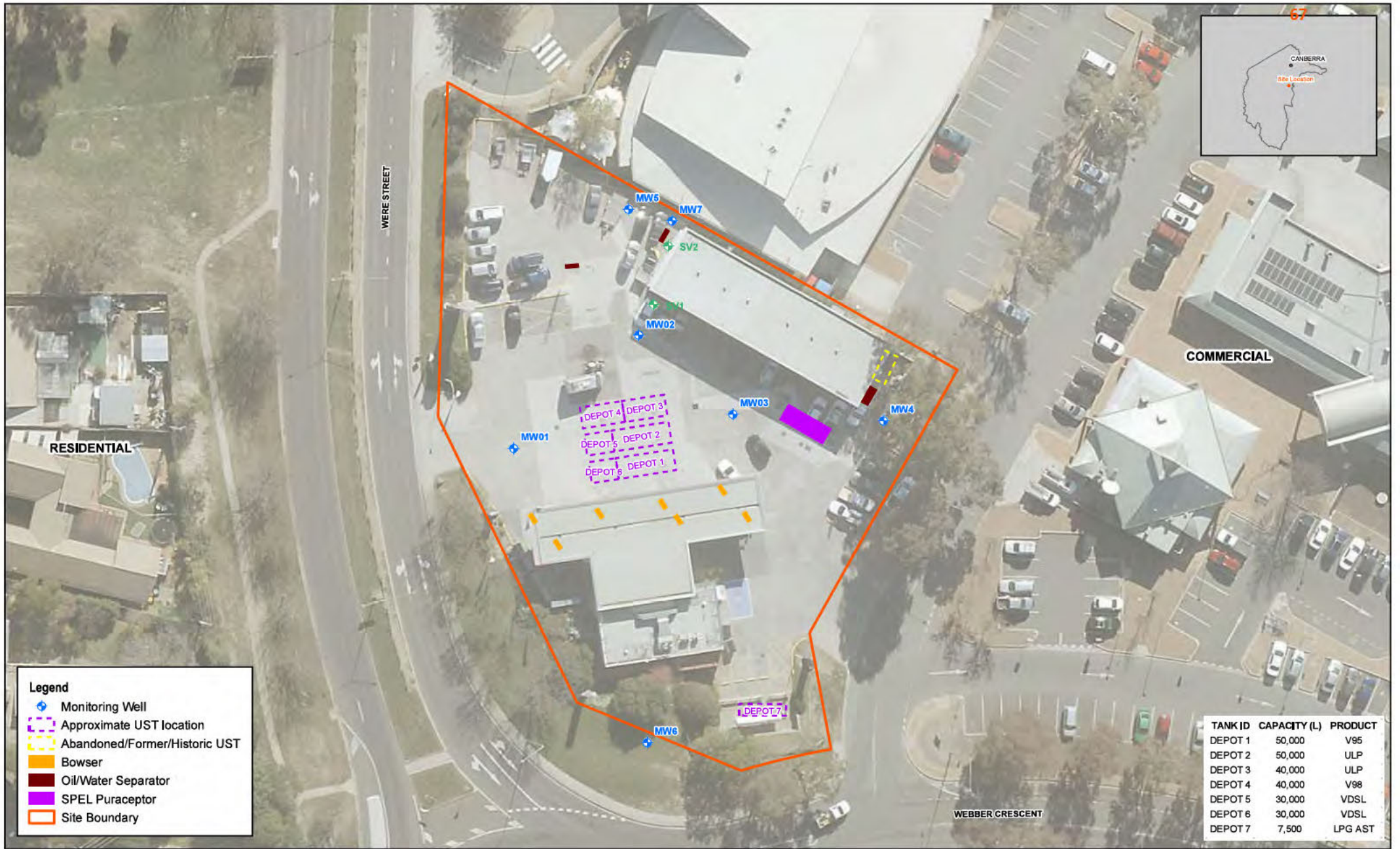
Section F

Plan of the storage site

The plan should show –

‘... the locations of each of the following:

- the storage system
- all buildings and associated infrastructure
- all fences and gates
- all groundwater monitoring wells (including any codes by which they are designated)
- any unsealed ground surfaces’ (*clause 19(2)(e) of the UPSS Regulation*).



Legend

- Monitoring Well
- Approximate UST location
- Abandoned/Former/Historic UST
- Bowser
- Oil/Water Separator
- SPEL Purceptor
- Site Boundary

TANK ID	CAPACITY (L)	PRODUCT
DEPOT 1	50,000	V95
DEPOT 2	50,000	ULP
DEPOT 3	40,000	ULP
DEPOT 4	40,000	V98
DEPOT 5	30,000	VDSL
DEPOT 6	30,000	VDSL
DEPOT 7	7,500	LPG AST

Map: PS119811_F002_SiteLayout_L1v2	Author: TWIlliamson
Date: 4/12/2020	Approved by:




1:500

Coordinate system: GDA 1994 MGA Zone 55
Scale ratio correct when printed at A3



**Caltex Calwell Service Station (Site ID: 22176)
1 Webber Crescent, Calwell ACT**

**Figure 2
Site Layout**

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Section G

Industry standards

'A copy of each list of industry standards [that have been followed and] referred to in clause 5(b)(i), 6(b)(i), 9(b)(i), 10(b)(i), 17(b) and 18(1)(d)' (*clause 19(2)(f) of the UPSS Regulation*).

OR

In the absence of a list of industry standards, documented evidence that the person responsible for the system has taken all reasonable steps to obtain such a list (*clause 19(7) of the UPSS Regulation*).

Construction (Installation/ Modification) Standards

Caltex standard work processes shall be followed when required, including but not limited to:

Use of hand held power tools in hazard zones
Product change in an operating UST

Relevant standards include, but are not limited to:

AS 1596
AS 1841
AS 1850
AS 1940
AS 2380
AS 2381
AS 2430.1
AS 3000
AS 4897
SAA HB 13

Excerpt from VOL 2 Section 23 Underground Petroleum Storage System.
Rev.08.02.docx

The current edition of all relevant Australian Standards including but not limited to:

- AS 4897 - "The Design Installation and Operation of Underground Petroleum Storage Systems"
- AS 1940 – "The Storage and Handling of Flammable and Combustible Liquids"
- AS 1596 – "The Storage and Handling of LP Gas"

- SAA HB13/NEEITC 181-1-1992

- Caltex Standard and project specific drawings and Contract Scope of Works
- all other Statutory Authority requirements pertaining to the excavation and installation of underground tanks, installation and alteration of underground pipe works, installation and alteration of services lines and dispensers.

(Rev 97.1) Caltex Standard Drawings prefixed STD-F*** provide schematic information and typical details of how to assemble and install the various components of the UPSS. All UPSS works shall be completed using these standards.

Note: Standard Drawings currently available only refer to a pressure fuel system. Existing Ampol and Caltex drawings for suction fuel systems shall be used until they are converted to the new standard formats.

Design Standards

- AS1020 The Control of Undesirable Static Electricity.
- AS/NZS 1940 The Storage and Handling of Flammable and Combustible Liquids.
- AS/NZS 2430.3 & 60079.10 Classification of Hazardous Areas.
- AS 3000 Australian/New Zealand Wiring Rules.
- AS 4897 Design, Installation and Operation of Underground Petroleum Storage Systems
- AS 1596 (for sites with LPG facilities) The Storage and Handling of LP Gas.
- Australian Dangerous Goods Code.
- Tank Manufacturer's Handling & Installation Instructions.
- Petroleum Industry Contractors Association (PICA)
RP 001 Recommended Practices for Installation of Underground Liquid Storage Systems.

Section H

Specifications

'A copy of all specifications [used and] referred to in clause 5(b)(ii), 6(b)(ii), 9(b)(ii) and 10(b)(ii)' (*clause 19(2)(g) of the UPSS Regulation*).

OR

In the absence of a copy of specifications, documented evidence that the person responsible for the system has taken all reasonable steps to obtain such copies (*clause 19(7) of the UPSS Regulation*).

PROPERTY & NETWORK – PROJECT CONTROL & STANDARDS

STD - D905

VOLUME 2

Service Station Construction SPECIFICATION

SECTION 00

Technical Specification

Sec 00 – Technical Specification

Rev 12.3 **PREFIX**
Contract document format and discussion
Definition of terms used in the contract documents

STD-D905
VOLUME 2

TECHNICAL SPECIFICATIONS

Section 1 *Rev 15.2* Contractor Safety for Caltex Sites
Section 2 *Rev 15.2* Preliminaries, Site Establishment & Temporary Services
Section 3 *Rev 15.2* Demolition
Section 4 *Rev 15.2* Earthworks & Flexible Pavements
Section 5 *Rev 15.2* Drainage & Plumbing
Section 6 *Rev 15.2* Concreting
Section 7 *Rev 15.2* Structural Steelwork
Section 8 *Rev 15.2* Cladding, Fascia's & Roofs
Section 9 *Rev 15.2* Masonry
Section 10 *Rev 15.2* Rendering, Plasterboard & Fibre Cement Sheeting
Section 11 *Rev 15.2* Tiling & Vinyl Sheeting
Section 12 *Rev 15.2* Metalwork
Section 13 *Rev 15.2* Carpentry & Joinery
Section 14 *Rev 15.2* Glazing
Section 15 *Rev 15.2* Air, Oil & Grease Pipe Fittings
Section 16 *Rev 15.2* Electrical
Section 17 *Rev 15.2* Landscaping
Section 18 *Rev 15.2* Painting, Sign Writing & Colour Specification
Section 19 *Rev 15.4* Mechanical Ventilation and Air-conditioning Services
Section 20 *Rev 15.4* Refrigeration and Insulating Panels
Section 21 *Rev 15.2* Telephone & On-Line Data Connection
Section 22 *Rev 15.2* Signage Installation
Section 23 *Rev 15.2* Underground Petroleum Storage System
Section 24 *Rev 15.2* Liquid Petroleum Gas (LPG) Installations
Section 25 *Rev 15.2* Electrostatic Bonding and Earth Testing
Section 26 *Rev 15.2* Cathodic Protection
Section 27 *Rev 15.2* Electronic Security and CCTV
Section 28 *Rev 15.2* Pre-cast Concrete Wall Panels
Section 29 *Rev 15.2* Car Washes
Section 30 *Rev 15.2* Work as Executed
Section 31 *Rev 15.2* **APPENDICES**

Appendix A1, A2, and A5

Appendix A Referenced Standard Drawings
Appendix B Referenced Documents
 Tanks and other Equipment Removal/Sale Letters



Sec 00 – Technical Specification

Quality Assurance			
13.1	Precedence order revised and formatting	DWO/TJ	26.02.2013
13.2	Technical specification revisions updated	TJ	06.09.2013
13.3	Technical specification revisions updated	TJ	11.12.2013
15.2	Technical specification revisions updated	CR	19.08.2015
Rev	Details	Initiating Engineer	Date

Sec 00 – Technical Specification**CONTRACT DOCUMENT FORMAT & DISCUSSION****The Contract Documents**

This document is not a stand alone document. It is one of the set of documents required to carry out the specific works of the project.

Rev 12.3 A set of contract documents will normally comprise four (4) items:

- **Volume 1, Project Scope of Work (STD-D904)**

This contains the project specific scope of works, together with the tendering and contract conditions.

- * Section 5, the Scope of Work details the type and extent of work required.
- * Sections 6, 7, 9, 10, 11 & 12 give details for the particular project of supply responsibilities, any other contracted work concurrently in progress on the site, statutory authority conditions regarding the development and building works, and any known site ground conditions.

- **Project Drawings**

Rev 12.3 All drawings specific to the Works and Image/ Finishes Reference Guides (as listed in Volume1, Section 8).

- **Volume 2, Technical Specification (STD-D905)**

Rev 08.2 *(STD-D905.1 Is a Work Checklist for each of the Sections in Vol2)*

The Technical Specification, together with its Appendices, provides the required technical details for:

- * procuring the required materials and equipment for construction of a service station.
- * carrying out the construction and commissioning of a service station to full operating standard.

Not all materials, equipment and works detailed in the Technical Specification will be required for all projects.

- * Standard Drawings & Typical Construction Details (STD-D002)

Rev 08.1 This is a complete set of Corporate standard drawings (listed in Volume 2, Section 31 Appendix A).

Not all drawings listed will be required for all projects. Normally only drawings related to the specific project will be issued as part of the Contract Documents.

Rev. 13.1 **Precedence:** If there is any conflict in the documentation provided by Caltex then the following order of precedence will apply:

- Project Specific Drawings
- Scope of Works
- Standard Drawings and Typical Details
- Caltex Technical Specification Volume 2 (STD-D905)

If there is any conflict between any applicable law(s) and statutory regulation and the Scope of Work, including the reasonable directions of the Principal then a written direction must be obtained by the Contractor from the Project Manager.

**DEFINITION OF TERMS USED IN THE CONTRACT DOCUMENTS,
VOLUME 1 (STD-D904) & VOLUME 2 (STD-D905)**

Sec 00 – Technical Specification

Rev 12.1 These definitions shall be read subject to the definitions and provisions of the Conditions of Contract, including AS 2124-1992.

The Principal

The 'person' as listed in Volume 1, Section 2.
Normally, the Principal shall be the 'Company',
Caltex Australia Petroleum Pty Ltd
ABN 17 000 032 128.

However, in head lease developments the role of Principal will normally be taken by the lessor.

The Tenderer

The person who has submitted a tender for consideration of the Principal.

Rev 10.2 **The Contractor**

The person bound under the Contract to execute and complete the Works. The Contractor acknowledges and agrees that it is nominated as the Principal Contractor for the purposes of any occupational health and safety Laws applicable to the works. Caltex relies on the Contractor in relation to the compliance with all the obligations of a Principal Contractor under those Laws.

Rev 12.1 **The Project Manager**

The Person appointed by the Principal, as nominated in Volume 1, Section 2, having the rights and responsibilities of the **Superintendent** as defined in clause 23 of AS2124 and the Special Conditions of Contract. This role includes the timely and safe co-ordination of the Works between the Contractor, the Principal and the Site Operator in regard to:

- Principal supplied items/services
- work under Associated Separate Contracts
- continued site operation, where applicable.

Rev 12.1 **The Sub-Contractor**

Any person engaged and controlled by the Contractor, to execute work for or in relation to the Project.

Rev 12.1 **Nominated Sub-Contractors**

Any person engaged and controlled by the Contractor but nominated by the Principal to execute specific items of the works.

Rev 12.1 **Associated Separate Contracts**

Contracts entered into by the Principal which are related to the Project but are not part of the Contractor's responsibility to carry out.

**DEFINITION OF TERMS USED IN THE CONTRACT DOCUMENTS,
VOLUME 1 (STD-D904) & VOLUME 2 (STD-D905) (cont...)**



Sec 00 – Technical Specification**Rev 12.1 Special Tradespeople**

Those persons arranged by the Project Manager to enter upon the Site to execute those allied works not included in the Contract.

Site Operator

The Person who may be required by the Company to occupy and operate (trade) on the Site during the Contract period. This person can be a franchisee, lessee or commission agent, or an independent owner of the Site.

Person

Includes a firm, or body corporate or unincorporate, or an individual.

Rev 12.3 Subject Matter Expert

A suitably qualified independent person arranged by the Principal and/ or the Contractor who requires, qualification, specialist registration, training, experience and/ or statutory/ regulatory authority approvals to practice. e.g., structural engineer.

Note:

Words in the singular include the plural and words in the plural include the singular.

Words imparting a gender, ie. "his" or "her" include every gender.