POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

EPA LICENCE NUMBER 12977

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Park Pty Ltd – Newcastle Terminal **ABN 17 093 014 129**
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1.0 PURPOSE

The purpose of this procedure is to describe the steps to safely and effectively control a pollution incident which has occurred, and the necessary actions to take in the event of a pollution incident.

In 2012 the Protection of the Environment Legislation Amendments Act 2011 (POELA Act) introduced several changes to improve the way pollution incidents are reported, managed and communicated to the general community. The Act includes a requirement under Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act) to prepare, keep, test and implement a pollution and incident response management plan.

This plan has been prepared to comply with the requirements in the POEO Act. Park Pty. Ltd. has one Environment Protection Licence (EPL) issued by the Environment Protection Authority (EPA). This is EPA LICENCE NUMBER 12977

2.0 SCOPE

2.1 This procedure applies to all Park employees.

2.2 The starting point for this procedure is the occurrence of a pollution incident.

2.3 The finishing point for this procedure is updating the procedure, following the debrief, for an incident or drill.

2.4 Employees shall refer problems for which no solutions are given in this procedure to the relevant division Manager.

2.5 Training objective - At the completion of training in this standard procedure all employees will be able to activate this Plan

3.0 OBJECTIVE

The objective of this plan is to:

3.1 Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA) and other relevant authorities specified in the Act. These relevant authorities include, in order of priority:

a. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service if the event requires an initial combat agency
b. the Appropriate Regulatory Authority (ARA) for the activity under the POEO Act (usually the EPA or Newscaster Port Corporation)
c. The EPA, if it is not the ARA
d. The Ministry of Health via the local Public Health Unit
e. The WorkCover Authority
f. Fire and Rescue NSW – phone 000
g. People outside the facility who may be impacted by the impacts of the pollution incident

Contact details for the relevant groups to the operations of Park Pty Ltd Newcastle Terminal, including immediate neighbours, can be found in Attachment 3 – Contacts List.

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3.2 Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks.

3.3 Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

4.0 LEGISLATIVE REQUIREMENTS

The specific requirements for Pollution Incident Response Management Plans are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO(G) Regulation).

In summary, this provision requires the following:

- All holders of Environment Protection Licences must prepare a Pollution Incident Response Management Plan (section 153A, POEO Act).
- The Plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO(G) Regulation (clause 98B).
- Licensees must keep the Plan at the premises to which the Environment Protection Licence relates (section 153D, POEO Act).
- Licensees must test the Plan in accordance with the POEO(G) Regulation (clause 98E).

If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the Plan (section 153F, POEO Act)

4.1 Requirement for Notification of a Pollution Incident

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

a. Harm to the environment is material if:
   - it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
   - it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000 (or such other amount as is prescribed by the regulations), and

b. Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

Industry is now required to report pollution incidents *immediately* to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the local council. '*Immediately*' has its ordinary dictionary meaning of promptly and without delay.

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5.0 REVIEW / TESTING REGISTER

Date of Plan Authorisation	**22nd August 2025**
Name of Personnel	**Glenn O'Brien**
Summary of Changes	**Review & update of Contact List** **Review & update of Staff Terminal Training requirements**
Revision Number	**14**

6.0 PROCEDURE

6.1 Following any pollution incident involving Park Pty Ltd, which any Park personnel considers that someone may be in physical danger or there may be potential harm to the environment, the Pollution Incident Response Management Plan is to be activated.

6.2 Any person who hears the Emergency Alarm and is not actively involved in a first aid response will report to the Emergency evacuation point. Persons involved in the response will contact the Co-ordinator by any appropriate means e.g. Telephone, radio, messenger.

6.3 First priority will be given to finding any missing personnel and the protection of human life.

6.4 Once the type of incident has been determined by the Co-ordinator, the most appropriate and the most effective response, including call out of people, will be selected.

6.5 At the completion of the incident response (or Drill) a debrief will be held and this procedure will be revised as required. This procedure will be reviewed annually if no incident / drill has occurred.

6.6 Debrief to review:

a. Immediate reactions of the team.
b. Was situation adequately / accurately described?
c. Was the plan satisfactory? Was aim achieved?
d. Conduct of the operation – any problems?
e. Control, co-ordination, communications – clear & adequate?
f. Administration, manpower resources, equipment – any problems?
g. What went right?
h. What went wrong?

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7.0 PERSONNEL

Manager / Co-ordinator (Incident Controller)

Responsible for the activation of this plan and for managing the incident clean up and initial response.

Emergency Management Team (CEO, COO and Manager/Coordinator)

Responsible for the liaison with relevant Authorities, Emergency Services, Media and any other external entities. Is also responsible for arranging resources for cleanup activities.

Persons Authorised to Notify the Relevant Authority Referred to in Section 148 of the Act

Brett Fletcher- Chief Executive Officer Park Pty. Ltd.

Steve Thomas – Chief Operating Officer Park Pty. Ltd.

8.0 TRAINING

All personnel affected by the content of this document will receive instruction or explanation on the relevant parts of the document. Incident management and emergency response shall be included in all Park Company Employee Inductions.

A training exercise designed to test the adequacy of emergency preparedness and response will be undertaken at least once each year. Training exercises may involve the emergency response team responding to a simulated emergency, but may also include expanded simulations that involve other (or all) site personnel, the Emergency Management Team, Incident Management Team and external response agencies (Ambulance, Fire, Mines Rescue, etc.).

All training records, including the name of the person undertaking training and date of training, shall be maintained in the personal training logs.

9.0 TESTING AND REVIEW OF THIS PLAN

The testing of the PIRMP will be undertaken to check that the information is accurate and current and that the plan is capable of being implemented in a workable and effective manner. Testing shall be undertaken in the following ways:

a. The PIRMP will be tested by assessing and reviewing it and making any necessary changes as identified. Testing is taken to be either a desktop review or an environmental emergency drill procedure. Testing will include all components of the plan.

b. A review of the PIRMP will occur every 12 months commencing from the date of authorisation. Contact details in this document must be kept current at all times.

c. The PIRMP will be reviewed within one month from the date of any pollution incident that occurs in the course of an activity to which the EPL relates. This review will be undertaken in light of the incident, to provide the information included in the plan is accurate and up to date, and the plan is still capable of being implemented in a workable and effective manner.

Information to be retained regarding PIRMP testing includes:

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- The manner in which the test was undertaken;
- Dates when the plan has been tested;
- The person who carried out the testing; and
- The date and description of any update of or amendment to the plan.

10.0 NOTIFICATION PROTOCOL

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

The Appropriate Regulatory Authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)

• EPA, if it is not the ARA – phone Environment Line	131 555
Newcastle Branch	02 4908 6800 (24hrs)
• Ministry of Health via the local Public Health Unit *(Note: A/H calls diverts to John Hunter Hospital – ask for Public Health Officer on call)*	02 4924 6477 (24 hrs)
• Work Safe	13 10 50 (24 hrs) Follow the prompts
Newcastle Branch	02 4921 2900
• Fire and Rescue NSW	000
• Ambulance Service NSW	000
• Port Authority of NSW	Port wide emergency No. 4929 3890 (24 Hours) 02 4985 8292 (VTIC) or 02 4985 8222 (VTIC)
• Road & Maritime Services (RMS)	Newcastle Local Office 13 17 82 Roads - 1300 725 886 (emergency) Maritime - 02 9563 8555 (emergency)

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11.0 COMMUNITY AND LAND OWNER NOTIFICATION

Community notification shall be undertaken at the determination of the authorised personnel. Names and contact details of stakeholders, including local and downstream residents, are included in the neighbours contacts list register (Attachment 3). The following notification methodology is proposed to be utilised as required:

- Early warnings: Same day telephone notification to landholders whom may be affected by the incident over the subsequent 24 hour period; and

- Updates: Follow up phone calls to all landholders whom may have been notified by the initial early warning. Updates are to be provided to the broader local community in affected areas via information sheets or newsletters and Community Consultative Committee meetings.

Information provided to the community will be relevant to the incident and may include the following details:

- Type of incident that has occurred;
- Potential impacts local landholders and the community;
- Site contact details; and
- Advice or recommendations based on the incident type and scale.

12.0 DOCUMENTATION

Attachment 1 – Specific Incident Responses
Attachment 2 – Emergency Response Equipment
Attachment 3 – Contact List
Attachment 4 – Site Layout
Attachment 5 – Inventory of Potential Pollutants
Attachment 6 – and Their Effects
Attachment 7 – Training Required
Attachment 8 – Description of Likelihood and of Hazards

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Pollution Event

When a pollution event occurs

1) Notify the relevant manager / Co-ordinator Immediately Telephone, Radio, Send Messenger
2) Raise the emergency alarm if necessary and ensure all non-essential personnel are evacuated
3) If safe to do so try and limit the flow of pollutant from incident location
4) Await further instructions from your Co-ordinator/ manager

Co-ordinator/Manager (incident controller)

1) Activate this plan!
2) Assess the situation and notify relevant emergency services (by phoning 000) and any neighbouring business which may be at risk (see contact list specific to facility).
3) Notify Emergency Management Team by Phoning 02 4256 6900
4) Ensure everyone is safe, arrange first aid if necessary and evacuate all non-relevant people on site
5) Consider your initial response using personnel on site and Emergency response equipment
   (i) If pipeline spill, shut down tank and pipeline isolation valves , then bandage pipe if possible to prevent further leakage of pollutant, then move to contain the spill by using a dam or absorbing material to stop the pollutant spreading further, then initiate pollutant recovery via best practice (skimmer / pump / pump truck)
   (ii) If leak in tank can plug and dyke be used? If yes, this should be your first step. If not, then transfer product to another suitable tank to minimise pollutant leakage then move to contain the spill by using a dam or absorbing material to stop the pollutant spreading further, then initiate pollutant recovery via best practice (skimmer / pump / pump truck)
   (iii) If truck spill at loading bay, activate emergency stop switch, ensure all loading pumps are off to prevent further pollutant spill , ensure all valves on the vehicle are closed (to prevent further leakage) then move to contain the spill by using a dam or absorbing material to stop the pollutant spreading further, then initiate pollutant recovery via best practice (skimmer / pump / pump truck)

Emergency Management Team

1. Liaise with Manager / Co-ordinator and assist with the calling of relevant emergency service and establish to all emergency services that this is authorised liaison for all contacts
2. Alert relevant authorities
   i) Pollution at berth = the berth operator, the relevant Port Authority, the EPA and Work Cover
   ii) Pollution at Park facility = The EPA and Work Cover
   iii) If en-route in a road tanker = The EPA , the NSW RMS, Work Cover
3. Liaise with all external authorities and entities
4. Arrange labour, contractors and additional pollution response and clean up equipment

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Attachment 3 – Contacts List

POLICE, FIRE, AMBULANCE	**Phone: 000**
PARK Pty. Ltd. Emergency Number	**Phone: 02 4256 6900** **(Emergency Management Team 24 hrs)**

PARK MANAGEMENT:

Senior Management

Chief Executive Officer – Brett Fletcher	**Mobile: 0409 665 887 (24 Hrs)**
Chief Operations Officer – Steve Thomas	**Mobile: 0408 238 151 (24 Hrs)**

Newcastle Facility

Terminal Manager – Glenn O`Brien	**Mobile : 0437 221 008 (24 Hrs)**
Maintenance Manager – Brendon Handsaker	**Mobile : 0429 423 557 (24 Hrs)**
Terminal Mobile	**Mobile: 0438 520 537 (24 Hrs)**
Newcastle Office	**Phone: 02 4920 1344**
UHF hand held radios	**Channel 1**

Albion Park

Driver Trainer/Compliance Officer	**Phone: 02 4256 6900 (24 Hrs)**
Planning and scheduling Supervisor – Brenden Marslan	**Mobile: 0409 906 550 (24 Hrs)**
Head Office – Albion Park	**Phone: (02) 4256 6680**

REGULATORY BODIES:

EPA	**Phone: 131 555**
Port Authority of Newcastle (VTIC)	**Phone: (02) 4985 8292 / 8222**
Port of Newcastle	**Phone: (02) 4908 8200**
Sydney Ports	**Phone: (02) 9296 4000**
Work Cover	**Phone: 13 10 50**
Ministry of Health	**Phone: (02) 4924 6477**

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Newcastle Terminal - Neighbouring & other Effected Businesses

NEIGHBOURS		
ORICA *(GATEHOUSE)*	DEPOT MANAGER	**B (02) 4908 9300**
CUSTOM TRANSPORTABLE BUILDINGS	DEPOT MANAGER	**B (02) 4928 2211**
INCITEC	DISPATCH MANAGER GATEHOUSE	**B (02) 4923 5454** **B (02) 4923 5478**
CARGILL	PLANT MANAGER	**B 02 4928 3875**
CEMENT AUSTRALIA	CEO MOBILE	**B 0408 348 802**
KOORAGANG BULK FACILITIES	MANAGER	**B (02) 4928 2577**

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