Port Kembla Pollution Incident Response Management Plan

P-WHSMS-RM-P4

EPA LICENCE NUMBER 654

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Jamie Boyanton	Revision Number	20 October 2023
Approved by	11	Date of next revision
Steve Thomas	UNCONTROLLED DOCUMENT WHEN PRINTED	23 October 2024

1. Purpose

The purpose of this plan 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 such an incident.

The Protection of the Environment Legislation Amendments Act 2011 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 1997

2. Objectives

The objective of this plan is to:

- Ensure comprehensive and timely communication about a pollution incident to Park Pty Ltd Senior Management, the Environment Protection Authority (EPA) and other relevant authorities specified in the Act. These relevant authorities include, in order of priority:

  1. Fire and Rescue NSW, the NSW Police, and the NSW Ambulance Service if the event requires an initial combat agency.
  2. The Appropriate Regulatory Authority (ARA) for the activity under the POEO Act (usually the EPA or Port Authority of NSW)
  3. The EPA, if it is not the ARA.
  4. The Ministry of Health via the local Public Health Unit.
  5. Safe Work NSW
  6. Illawarra Local Emergency Management Committee & Local Emergency Management Officer (Wollongong Council)
  7. People outside the facility who may be impacted by the pollution incident.

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

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

- 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.

3. Scope

This plan applies to all Park Pty Ltd employees and others working for, or on behalf of, Park Pty Ltd.

4. Definitions

POEO	Protection of the Environment Operations Act 1997
Immediate Reporting	Immediate Reporting promptly and without delay

5. Responsibilities

5.1. Manager / Supervisor (Incident Controller)

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

5.2. Emergency Management Team (CEO, COO and Operations Supervisor)

Responsible for the liaison with relevant Authorities, Emergency Services, Media, and any other external entities.

Is also responsible for arranging resources for clean-up activities.

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

Chief Executive Officer Park Pty. Ltd.

Chief Operating Officer Park Pty. Ltd.

Operations Supervisor Park Pty. Ltd. (Port Kembla Terminal)

5.4. 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 2012 (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 during an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the Plan (section 153F, POEO Act)

5.5. 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:

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

- 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, Safe Work NSW, and the local council. '*Immediately*' has its ordinary dictionary meaning of promptly and without delay.

6. Procedure

- Following any pollution related 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.
- 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 Supervisor by any appropriate means e.g., Telephone, radio, messenger.
- Priority will be given to finding any missing personnel and the protection of human life.
- Once the type of incident has been determined by the Supervisor, the most appropriate and the most effective response, including call out of people, will be selected.
- 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.

Debrief to Review:

- Immediate reactions of the team.
- Was situation adequately / accurately described?
- Was the plan satisfactory? Was the aim achieved?
- Conduct of the operation – any problems?
- Control, co-ordination, communications – clear & adequate?
- Administration, resources, equipment – any problems?
- What went right?
- What went wrong?
- What can be done better next time?

7.   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 Pty Ltd Port Kembla Terminal Training Matrix.

8.   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:

- 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.

- A review of the PIRMP will occur every 12 months commencing from the date of authorisation. Contact details in this document must be reviewed annually.

- 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 post 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:

- The way 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.

9.   Notification Protocols

Firstly, call 000 if the incident presents an immediate threat to human health, the environment 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).

EPA, if it is not the ARA	131 555
Ministry of Health via the local Public Health Unit	02 4221 6700
Safe Work NSW	13 10 50
Fire and Rescue NSW	000
Ambulance Service NSW	000
PANSW	02 4275 0197
Transport for NSW	Roads - 13 22 13 or 1800 227 774 Maritime - 13 12 36
Wollongong Council (Local Emergency Management Committee)	Chairperson 02 4227 7487 Mob: 0448 280 908
Wollongong Council (Local Emergency Management Committee)	02 4227 7198
Local Emergency Management Officer	Phone: (02) 4227 7197 or 0438 692 238

10. Community and Landowner 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 neighbour's contacts list (Attachment 3).

The following notification methodology is proposed to be utilised as required:

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

- Updates: Follow up phone calls to all landholders who 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 or 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.

11. Attachments

Attachment 1 – Specific Incident Responses

Attachment 2 – Emergency Contacts List

Attachment 3 – Neighbours Contact List

Attachment 4 – Review Register

11.1. Attachment 1 - Specific Incident Responses

Pollution Event

When a pollution event occurs

1) Notify the relevant manager / supervisor 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 supervisor manager.

Supervisor/Manager (incident controller)

1) Activate this plan.
2) Assess the situation and notify relevant emergency services (by phoning 000) and any neighboring business which may be at risk (see contact list specific to facility).
3) Notify Emergency Management Team by calling 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 / supervisor 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

11.2. Attachment 2 - Emergency Contacts List

POLICE, FIRE, AMBULANCE	Phone: 000
PARK Pty. Ltd. Emergency Number (Emergency Management Team)	Phone: (02) 4256 6900
Port Kembla Facility:	
Operations Supervisor	Mobile: 0400 321 005
Port Kembla Office	Phone: (02) 4274 8988 (24 hours)
On shift Coordinator	Mobile: 0429 728 357 (24 hours)
Newcastle Terminal	Phone: (02) 4920 1344
Albion Park (Transport):	
Maintenance Manager	Mobile: 0412 070 367
Office – Albion Park	Phone: (02) 4256 6680
Senior Management:	
Chief Executive Officer	Mobile: 0409 665 887 (24 hours)
Chief Operations Officer	Mobile: 0408 238 151 (24 hours)
Regulatory Bodies:	
EPA	Phone: 131 555
PANSW PK	Phone: (02) 4275 0197
PANSW Sydney/Botany Ports	Phone: (02) 9296 4999
SafeWork	Phone: 13 10 50
Ministry of Health	Phone: (02) 4221 6700 or A/H (02) 4222 5000
Wollongong Council (Local Emergency Management Committee)	Chairperson Phone: (02) 4227 7487 or 0448 280 908
Local Emergency Management Officer	Phone: (02) 4227 7197 or 0438 692 238

11.3. Attachment 3 - Neighbours Contact List

Advantage Petroleum – Shell	Depot Manager	B (02) 4275 2899 M 0419 411 685	Mobile number 24hrs
Kel Campbell – Ampol	Depot Manager	B (02) 4276 2812 H (02) 4296 6073 M 0419 017 069	
Port Kembla Coates Hire	Manager (Emergency a/h)	B (02) 4275 1777 M 0418 281 794	
BSL	Use security number	(02) 4275 6000	24-hour operation
BSL Bulk Berth Operations	Supervisor Manager – David Jones	(02) 4275 7677 (02) 4275 3600	 0417 013 106
Port Kembla Coal Terminal	Main Control Room Operator	(02) 4221 1812	
Brailey's Transport	Peter Brailey Manager	B (02) 4275 1755	
Port Authority of NSW	Vessel Traffic Services (VTS)	(02) 4275 0197	24 hrs.
NSW Ports	Steve Cowley	0448 341 915	
Port Kembla Gateway	Office Doyle Cook Brien Kiely	(02) 4276 3566 0437 141 800 0408 622 593	24 hrs.
Svitzer (tug berth)	Phil Millwood	(02) 4275 5800 M 0407 287 109	 24 hrs.
Hyrock (NSW)	Scott Hines	(02) 4276 3020	
Cement Australia	Brett Washington	M 0419 630 560	24 hrs.

11.4. Attachment 4 - Review Register

Date of Review	**20th October 2023**
Name of Personnel	**Jamie Boyanton, Steve Thomas**
Summary of Changes	Review & update of Emergency and Neighbours contact lists. Minor wording changes in various sections
Date Of Update	**23rd October 2023**
Revision Number	**11**