



# POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN PROCEDURE

5-QSE-ENV-P-4413-M



## 1.0 Purpose and Scope

The Protection of the Environment Legislation Amendment Act 2011 (PELA) received assent on 16 November 2011 resulting in changes to the Protection of the Environment Operations Act 1997 (POEO Act). The intent of the PELA is to improve the way pollution incidents are reported and managed. Provisions include a requirement for holders of Environmental Protection Licenses (EPLs) to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP). The specific requirements for PIRMPs are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO(G) Regulation).

As the holder of an EPL, Minto has in place a Pollution Incident Response Management Plan (PIRMP) as required by the POEO Act and POEO(G) Regulation. The PIRMP outlines the plan, process and systems in place for responding to pollution incidents at the premises to which the EPL relates (**Minto**). The PIRMP outlines, among other things:

- potential hazards to human health and the environment that exist on the Premises and the likelihood of those hazards occurring;
- pre-emptive actions taken to minimize risk of harm to human health and the environment;
- inventory of potential pollutants kept on the Premises and details of storage locations and storage methods;
- safety equipment used to minimize hazards to human health and the environment and to contain and control pollution incidents;
- 24-hour contact details for key individuals responsible for (a) activating plans the subject of the PIRMP (b) notifying the relevant authorities and (c) managing the response to a pollution incident;
- plans, actions and arrangements in place to minimize risk to persons on the Premises;
- maps showing the location of the Premises, the surrounding area likely to be affected by a pollution incident, the location of potential pollutants on the Premises and the location of stormwater drains on the Premises (and their discharge locations);
- actions to be taken immediately after a pollution incidence to reduce and control pollution; and
- details of staff training programs.

## 2.0 Availability of the PIRMP

Certain parts of the PIRMP are extracted in this document. A complete hard copy shall be located at the Gatehouse of the premises and shall be made available to all personnel responsible for implementing the plan, and to an authorised officer (as defined in the POEO Act) on request.



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### 3.0 Procedure for contacting relevant authorities:

In the event of a pollution incident the Chief Fire Warden or Senior Manager on site, must notify the following authorities (in order) IMMEDIATELY:

Authority	Contact number
Emergency Services	000
Campbelltown City Council	(02) 4645 4000
NSW Environment Protection Authority (EPA)	131 555
Ministry of Health	(02) 9391 9000
WorkCover	131 050

An employee who becomes aware of an incident must immediately notify the Chief Fire Warden or Senior Manager on site of a pollution incident. If the Chief Fire Warden or Senior Manager cannot be contacted, the employee is required to notify each above authority.

The EPA may direct that other persons must be notified of the incident. The Chief Fire Warden, Senior Manager or other notifying party must comply with that direction.

Information that must be provided to the above authorities:

- time, date, nature, duration and location of the incident;
- location of the place where pollution is occurring or is likely to occur;
- nature, the estimated quantity or volume and the concentration of any pollutants involved, if known;
- circumstances in which the incident occurred (including the cause of the incident, if known); and
- action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known.

If the above information is not known when the initial notification to the above authorities is made but becomes known afterwards, that information must be notified immediately after it becomes known.

Certain site personnel must also be immediately contacted. Details of those personnel are contained in the PRIMP.

### 4.0 Communication with Neighbours and the Local Community

In the event of a pollution incident occurring at Minto, the sites neighbouring properties and the local community will be provided with early warning and kept informed. Once the appropriate authorities have been contacted and consulted with the most relevant communication strategy will be utilised, this could include:

- Media release;
- Direct contact (e.g. door knocking);
- Letter box drop; or
- Information signage at the site entrance

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



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- Type of incident that has occurred;
- Potential impacts to local landholders and the community;
- Site contact details; and
- Advice or recommendations on how to minimize the risk of harm based on the incident type and scale. For example: Instructions to close windows and doors and remain inside for incidents involving emission of air pollutants, or watching out for certain roads that will be closed.