



West Quay

Plan for

West Quay Pollution Incident Response & Management Plan

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POLLUTION INCIDENT RESPONSE FLOWCHART

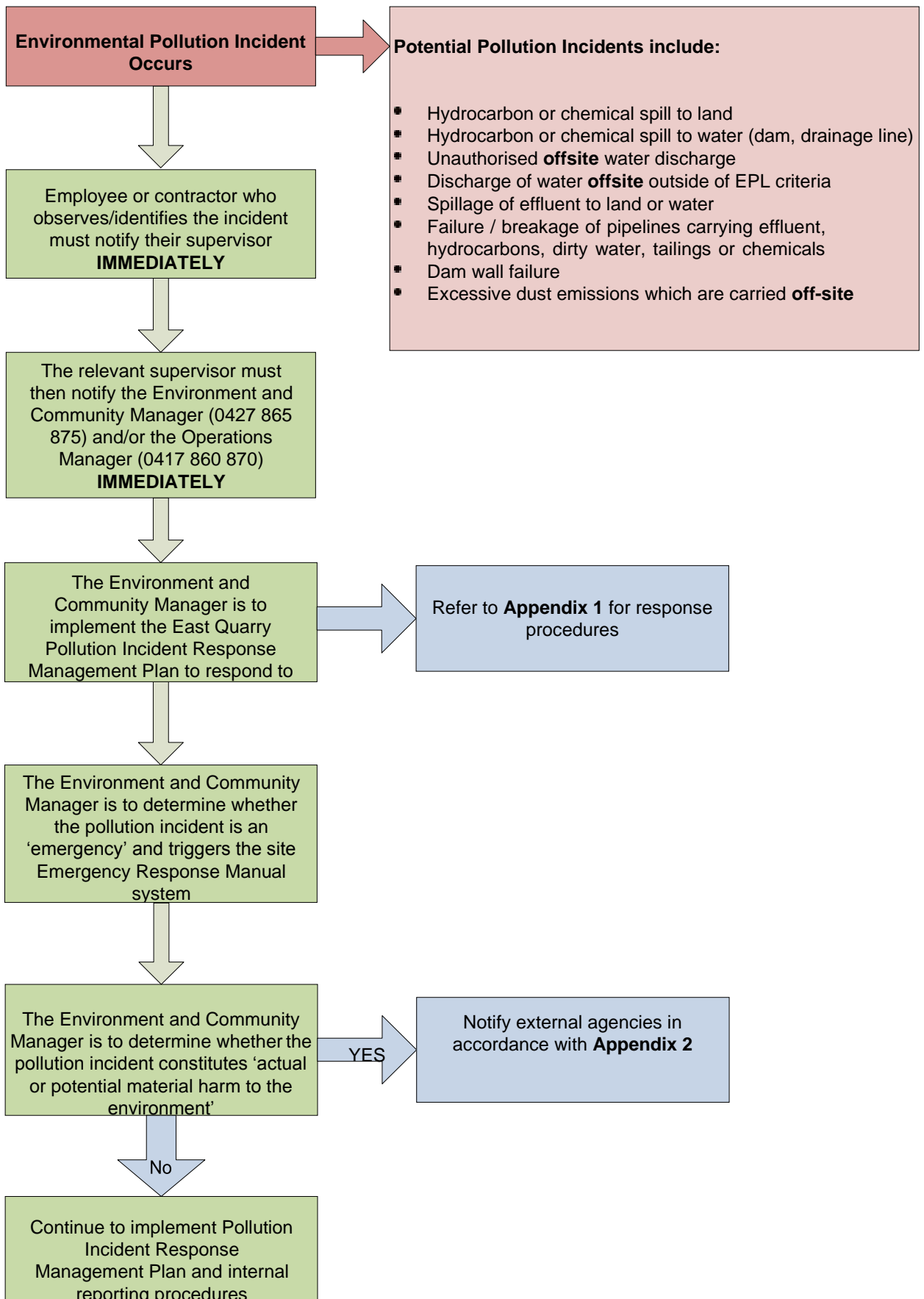


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1 Introduction

1.1 Background 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 Licences (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). In summary, this legislation requires the following:

- holders of EPLs 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 the POEO(G) Regulation (clause 98C) and be in the form required by the POEO(G) Regulation (clause 98B);
- licensees must keep the plan at the premises to which the EPL relates (section 153D, POEO Act);
- licensees must test the plan at least every 12 months and after a pollution incident in accordance with the POEO(G) Regulation (clause 98E); and
- if a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened within the meaning of Part 5.7 of the POEO Act, licensees must immediately implement the plan (section 153F, POEO Act).

As the holder of EPL 12301, West Quarry (WQC) is required to comply with the POEO Act; as such, this document has been developed to satisfy the PIRMP requirements documented above.

This document also details the procedures for notification of pollution incidents resulting in or having the potential to cause material harm to the environment. The notification of environmental incidents under this PIRMP is only required for those incidents causing or threatening to result in material environmental harm (a material harm incident) as defined in the POEO Act (see Section 5.1).

1.2 Regulatory Requirements

Specific detail is required for inclusion in the PIRMP. **Table 1** lists information mandated under Section 153C of the POEO Act and clause 98C of the POEO(G) Regulation and details where this information is located in this document.

West Quarry Pollution Incident Response Management Plan

Section 153C	Detail required	Location in document
(a)	<p>The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to:</p> <p>(i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, and</p> <p>(ii) The local authority for the area in which the premises to which the EPL relates are located and any area affected, or potentially affected, by the pollution, and</p> <p>(iii) Any persons or authorities required to be notified by Part 5.7 (of the POEO Act)</p>	<p>Section 5.3</p> <p>Section 5.2</p> <p>Section 5.2</p>
(b)	A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant EPL to reduce or control any pollution,	Section 4, Appendix 1
(c)	The procedures to be followed for coordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made,	Section 5.2, Appendix 1
(d)	<p>Any other matter required by the Protection of the Environment Operations (General) Regulation 2009 (as set out below):</p> <p>98C (1)(a) A description of the hazards to human health or the environment associated with the activity to which the licence relates (the “relevant activity”).</p>	Section 2.2
	<p>98C (1)(b) The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.</p>	Section 2.2
	<p>98C (1)(c) Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity.</p>	Section 2.2
	<p>98C (1)(d) An inventory of potential pollutants on the premises or used in carrying out the relevant activity.</p>	Section 2.3
	<p>98C (1)(e) The maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.</p>	Section 2.3
	<p>98C (1)(f) A description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.</p>	Section 4, Appendix 1

West Quarry Pollution Incident Response Management Plan

Section 153C	Detail required	Location in document
	<p>98C (1)(g)</p> <p>The names, positions and 24-hour contact details of those key individuals who:</p> <p>(i) are responsible for activating the plan, and</p> <p>(ii) are authorised to notify relevant authorities under section 148 of the POEO Act, and</p> <p>(iii) are responsible for managing the response to a pollution incident.</p>	<p>Section 3.2</p> <p>Section 5.2</p> <p>Section 3.2</p>
	<p>98C (1)(h)</p> <p>The contact details of each relevant authority referred to in section 148 of the POEO Act.</p>	<p>Section 5.2, Appendix 2</p>
	<p>98C (1)(i)</p> <p>Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on.</p>	<p>Section 5.3</p>
	<p>98C (1)(j)</p> <p>The arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on.</p>	<p>Section 4</p>
	<p>98C (1)(k)</p> <p>A detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises.</p>	<p>Figures 1, 2, 3 and 4</p>
	<p>98C (1)(l)</p> <p>A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk.</p>	<p>Section 4</p>
	<p>98C (1)(m)</p> <p>The nature and objectives of any staff training program in relation to the plan.</p>	<p>Section 6.1</p>
	<p>98C (1)(n)</p> <p>The dates on which the plan has been tested and the name of the person who carried out the test.</p>	<p>Section 7</p>

Section 153C	Detail required	Location in document
	98C (1)(o) The dates on which the plan is updated.	Section 7
	98C (1)(p) The manner in which the plan is to be tested and maintained.	Section 6.2

Table 1 Document Directory

2 Premise Details

2.1 Site Details

West Quarry is a sand-based quarry located approximately 12 kilometers West of the township of Sandy Hollow, in the Muswellbrook Local Government Area (LGA), New South Wales.

West Quarry has been operating since 2004 and is managed by Wild Engineering Pty Limited.

The surrounding areas which may potentially be impacted by a pollution incident occurring at West Quarry, in addition to the premises itself, may include the following:

- landholders adjacent to the quarry (**Figure 1**);
- downstream water courses (including inundation areas and adjacent landholders): (**Figure 2**); and

2.2 Major Hazards

The potential major environmental hazards which have been identified for West Quarry include:

- spills (e.g. hydrocarbon, hazardous chemicals, etc.) resulting in land contamination;
- spills (e.g. hydrocarbon, hazardous chemicals, saline or sediment laden water, etc.) resulting in water contamination;
- major unlicensed water discharge (for example dam failure); and
- fire (e.g. bushfire).

The likelihood of environmental hazards occurring at West Quarry has been captured through the West Quarry Site Risk Assessment. The purpose of the SRA is to

identify significant aspects and impacts at West Quarry and the risk they pose to operations and the controls necessary to effectively manage them. Management of impacts is prioritised according to the level of risk each aspect is assigned.

The risk assessment process at West Quarry includes:

- identifying foreseeable hazards associated with operations at EQ;
- assessing health, safety, environment and community (HSEC) risks using recognised analysis and evaluation methodologies; and
- implementing controls necessary to eliminate or reduce identified risks in accordance with the established hierarchy of controls for environmental management.

2.3 Chemicals and Potential Pollutants

West Quarry does not store bulk quantities of chemicals and potential pollutants on site. Only minor quantities of oils and chemicals are stored on site for maintenance of equipment. There is no bulk diesel or oils stored on site. All chemicals are accompanied by the relevant Safety Data Sheets (SDS) as required by work health and safety regulations.

The facilities that store oils and chemicals have been designed in accordance with Australian Standard 1940 – 1993. The system has been designed to incorporate:

- impervious walls and floors;
- sufficient capacity to maintain 110% of the volume of the tank (or 110% volume of the largest tank where more than one tank is stored in the bund);
- walls not less than 250 mm high; and
- have floors graded to a collection sump.

The WHS Amendment (Dangerous Goods) Act 2003 requires that WorkCover be notified if dangerous goods held on site are above prescribed thresholds. East Quarry does not store dangerous goods above the specified threshold and therefore do not have a Dangerous Goods Licence and are not required to submit an annual Dangerous Goods Notification to WorkCover.

Potential pollutants created as part of operations, and thus excluded from registers, include:

- sediment laden surface water runoff from disturbed areas; and
- effluent waste.

These materials are in a constant state of flux as a result of operations. Risks associated with these potential pollutants are incorporated into the risk register discussed above. **Figure 3** displays the location of potential pollutants including oil and chemical storage locations and sewage treatment facilities. **Figure 4** displays the stormwater drainage structures at East Quarry.

WEST QUARRY – SANDY HOLLOW

Figure 1 -Site Boundary & Surrounding Communities



WEST QUARRY – SANDY HOLLOW

Figure 2 - Surrounding Watercourses



Legend:

- Quarry Boundary
- River/s
- Dam/Creek/s

WEST QUARRY – SANDY HOLLOW

Figure 3 - Location of Potential Pollutants



Legend:

- Quarry Boundary
- River/s
- Dam/Creek/s
- Pollutants

WEST QUARRY – SANDY HOLLOW

Figure 4 - Surface Drains & Dams



3 Management and Responsibilities

3.1 Legal Duty to Notify

All West Quarry employees and contractors are responsible for alerting management personnel to all environmental incidents, or hazards which may result in an environmental incident, regardless of the nature or scale.

Notification responsibilities are detailed in the POEO Act (Section 148), which encompasses all site personnel, including contractors and sub-contractors. These can be categorised broadly as:

- the duty of an employee or any person undertaking an activity:

Any person engaged as an employee or undertaking an activity (at West Quarry) must, immediately after becoming aware of any potential incident, notify their relevant manager of the incident and all relevant information about it. This is to be undertaken as per **Section 5.2**; and
- the duty of the employer or occupier of a premises to notify:

An employer or occupier of the premises on which the incident occurs, who is notified (or otherwise becomes aware of) a potential pollution incident, must undertake notification to the appropriate regulatory authority of any “material harm incidents”, including relevant information. Notification shall be undertaken by the Environment and Community Manager or Operations Manager as per **Section 5.2**.

3.2 PIRMP Management

The specific responsibilities associated with the management and implementation of the PIRMP is outlined in **Table 3.1** below.

Name	Contact details	Position	Responsibility
Lawrence Muddles	0265 411 828 0417 860 870	Operations Manager	Responsible for authorising the PIRMP and all subsequent updates Responsible for ensuring adequate resourcing for implementation of the PIRMP Authorised to liaise with the relevant authority

Name	Contact details	Position	Responsibility
Reggie Mikellides	0265 411 828 0427 865 875	Environment and Community Manager	Responsible for undertaking notification as defined in this PIRMP Responsible for coordinating the response to a pollution incident Responsible for arranging testing and updating of the PIRMP Responsible for ensuring notification and training of PIRMP Facilitate site personnel in implementation of the PIRMP Communication of the PIRMP to site personnel Responsible for authorising the PIRMP and all subsequent updates Responsible for ensuring adequate resourcing for implementation of the PIRMP
Mel Morton	0265 411 828	Safety and Compliance Officer	Assist the Environment and Community Manager as required

Table 3.1 PIRMP Management Responsibilities

4 Incident Management

A pollution incident is defined in the POEO Act as an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

In the case of a material harm incident (**Section 5.1**), prior to any other action, the site must contact 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 material harm incident does not pose any threat to human health or property, concurrently with contacting emergency services (000), all possible actions should be taken to control the pollution incident and minimise health, safety and environmental consequences. These actions must be employed to the maximum extent possible to:

- provide for the safety of people at and within the vicinity of the site, and
- contain the pollution incident.

In compliance with the West Quarry Mine Safety Management Plan, the actions to be implemented at West Quarry in the event of an incident include the following:

1. Secure the scene and contain the incident
2. Gather information (i.e. environmental monitoring)
3. Determine the investigation level
4. Commence an ICAM (if required)
5. Review and classify information and determine actions
6. Complete actions
7. Trend analysis reports

Arrangements, including description and location of safety equipment, for minimising risk of harm to people and the environment as result of a pollution incident, and for containing or controlling a pollution incident, are detailed in **Appendix 1**.

This management plan documents the roles and accountabilities of key personnel at the operation in the event of an emergency and the contact details for appropriate emergency services. The plan also provides designated evacuation points and procedures in the event of an emergency. Any changes to emergency procedures are documented and communicated to all personnel.

Incident management at West Quarry focuses on actions to:

- secure and assign necessary tactical response resources, including equipment and/or personnel, to minimise the environmental impacts associated with an incident;
- provide that tactical response operations are carried out in a safe, well-organised, legal and effective fashion;
- provide for the safety and welfare of all responders, employees, contractors and visitors;

- continuously assess the incident to determine the adequacy of tactical response operations and the need for further assistance;
- manage stakeholders arriving at site;
- minimise effects on people, the environment, property, production, and company reputation;
- implement an environmental monitoring program to quantify impacts as a result of an incident as well as to be used as the basis to notify adjacent landholders and downstream water users as to whether avoidance or remediation measures are required; and
- interact, as appropriate, with personnel.

All West Quarry employees and contractors receive emergency preparedness and response training during their site induction. Controls for personal protective equipment and incident containment and control equipment are detailed in the risk assessment documents listed in **Section 2.2**, this includes but is not necessarily limited to:

- emergency spill kits;
- portable pumping infrastructure;
- earth moving plant;
- floating booms; and
- erosion and sediment control materials.

West Quarry has limited authority to undertake pollution management activities on private property, or outside the site boundary and in such cases will liaise directly and provide appropriate assistance to the relevant authority, landowner and emergency services.

5 Notification Procedures

5.1 Determination of Material Harm

Following containment of the incident, immediate action must be taken to determine if the incident can be classified as a 'material harm incident', i.e. considered to be causing or threatening material harm. As defined by Section 147 of the POEO Act, a material harm incident has occurred if the incident:

- involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or
- results in actual or potential loss (including all 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) or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations).

The determination of a material harm incident will be made by the Operations Manager in consultation with the Environment and Community Manager. If the Operations Manager is not available immediately, the determination will be made by the Environment and Community Manager.

5.2 Internal and External Notification

As discussed in **Section 3.1**, internal reporting of environmental incidents is the responsibility of all employees and contractors. In the event of a material harm incident, response and notification must be undertaken as per **Appendix 2**, which contains the following important information:

- the local government authority for the area in which the EPL is issued;
- the persons and authorities to be notified by Part 5.7 of the POEO Act; and
- the contact details of each relevant authority referred to in section 148 of the POEO Act.

In the instance of identification of an environmental incident or hazard, the personnel will report the issue immediately to their supervisor, who in turn shall report it to the Operations Manager, or any member of the environmental team. Immediately is taken to mean 'promptly and without delay'. As per guidance provided by the EPA, the decision on whether to notify the incident in accordance with Part 5.7 of the POEO Act should not delay immediate actions to provide for the safety of people or contain a pollution incident. However, incident notification will be made as soon as it is safe to do so.

Record keeping of incident details, including investigations and outcomes, will also be undertaken in accordance with our Community Complaint and Environmental Incident Management.

After initial notification of any material harm incident, it will be the responsibility of the Environment and Community Manager to liaise with any authority listed in **Appendix 2** that requests additional information, or is providing directions for management of the material harm incident. This may include incident investigation reports and ongoing environmental monitoring results.

5.3 Notification to Local Landholders and Community

Community notification shall be undertaken at the determination of the Environment and Community Manager and may be based on environmental monitoring results.

In the event an incident occurs a map displaying the potentially affected residents has been developed and is displayed in **Appendix 3**.

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

- early warnings: same day door knocks notification to landholders whom may be affected by the incident over the subsequent 24-hour period; and
- updates: follow up phone calls and/or door knocks 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, East Quarry website, or any other strategy as defined in Mine Management Plan.

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.

6 Training, Testing and Communication

6.1 Training

All personnel affected by the content of this document will receive instruction or explanation on the relevant parts of the document. General information relating to incident management and emergency response shall be included in all site inductions.

All training records, including the name of the person undertaking training and date of training, shall be maintained in compliance with the site training standards.

6.2 Testing, Review and Maintenance

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:

1. the PIRMP will be tested by assessing and reviewing it and making any necessary changes. Testing is taken to be either a desktop review or an environmental emergency drill. Testing will include all components of the plan, including training requirements;
2. a review of the PIRMP will occur every 12 months commencing from the date of authorisation by the Operations Manager. Contact details in this document must be kept current at all times; and
3. the PIRMP will be reviewed within one month of 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 determine if 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.

Records will be kept in accordance with **Section 7** of this plan. Information to be retained regarding PIRMP testing includes:

- 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.

6.3 Availability of the PIRMP

The PIRMP shall be kept in written form at the EPL 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.

The PIRMP will be made publicly available within 14 days of finalisation (taken to be authorisation of the PIRMP by the Operations Manager) via the West Quarry website, in a prominent position and on a publicly available page.

No personal information (within the meaning of the Privacy and Personal Information Protection Act 1998) will be made publicly available as part of the PIRMP.

7 Review Register

Date of Test	Name of Personnel Undertaking Test	Manner of Testing	Summary of Changes (Include brief detail and section number)
November 2012	Reggie Mikellides	Desktop Review	Inclusion of incident response notification
October 2013	Reggie Mikellides & Katherine Chalker	Desktop Review	Inclusion of Appendix 3 and update to Section 5.3 (Community Notification Procedure).
November 2014	Reggie Mikellides Katherine Chalker & Patrick Wild	Desktop Review	Annual Review- checked plan
December 2015	Reggie Mikellides	Desktop Review – Annual Review	Updated phone numbers where appropriate.
June 2016	Reggie Mikellides	Desktop Review	Updated maps
20 November 2017	Chelsea Simpson & Reggie Mikellides	Annual Revision	Various amendments in relation to administrative details
24 November 2018	Reggie Mikellides	Desktop Review – Annual Review	Updated phone numbers where appropriate. New Premises Plan incorporated
16 November 2020	Mel Morton	Desktop Review	Updated PIRMP Management table where appropriate
01 March 2021	Mel Morton	Desktop Review	Updated maps

8 Appendices

8.1 Appendix 1 – Pollution Incident Response Procedures

HYDROCARBON OR CHEMICAL SPILL TO LAND

LESS THAN 200 LITRES

1. Access the Spill Response Kit located at the Office;
2. Block inlets to any nearby surface water drains and sewers with a physical barrier such as:
 - drain seal located in the Spill Response Kit;
 - absorbent boom or sock from Spill Kit; or
 - a mound of dirt (diesel spills)

*Note: if the spill has entered a drainage line or water body, go to 'Hydrocarbon or Chemical Spill to Water' sheet.
3. Where possible and if safe to do so, isolate the source of the spillage;
4. **Notify your supervisor and the EQ Environment and Community Officer – 0427 865 875**
5. Conduct an assessment of the weather conditions, considering predicted rainfall;
6. Wearing personal protection equipment (consult SDS for correct PPE for the substance), scoop or pump as much pooled substance as possible into a container for either re-use or appropriate disposal;
7. Label container as containing hazardous waste;
8. Upon removal of the majority of the spill, apply the spill absorbent product from the spill kit onto the contaminated area;
9. With a stiff-bristled broom, mix the absorbent material into the spill until all spillage is absorbed;
10. Once all hydrocarbon/chemical spillage has been absorbed, immediately scoop or shovel the saturated absorbent material into a weather proof container and label as contaminated waste;
11. Do not hose down contaminants into drains;
12. The Environment & Community Officer will provide advice on disposal of waste

**HYDROCARBON OR CHEMICAL SPILL TO LAND
MORE THAN 200 LITRES**

1. Where possible, and if safe to do so, isolate the source of the spillage;
2. **Notify your supervisor and the WQ Environment and Community Manager – 0427 865 875**
3. Access the Emergency Spill Response Kit
4. Block inlets to any nearby surface water drains and sewers with a physical barrier such as:
 - drain seal located in the Emergency Spill Response Kit
 - absorbent boom or sock from Spill Kit; or
 - a mound of dirt (diesel spills)
5. Conduct an assessment of the weather conditions, considering predicted rainfall;
6. If required contact JR Richards on **0419 528 572** for assistance (suck truck etc.)

JR Richards Emergency Contacts - After Hours (If Primary & Secondary Site Contacts)

Name	Position	Contact Number
Ken Foot	Integrated Services Waste Technician	0419 582 180
Matthew Sullivan	Integrated Services Waste Technician	0407 550 941
John Sullivan	Integrated Services Manager	0408 784 946
Jason Cashmere	Liquid Services Supervisor	0417 104 432

7. Wearing personal protection equipment (consult SDS for correct PPE for the substance), scoop or pump as much pooled substance as possible into a container for either re-use or appropriate disposal;
8. Label container as containing hazardous waste;

9. Upon removal of the majority of the spill, apply the spill absorbent product from the spill kit onto the contaminated area;
10. With a stiff-bristled broom, mix the absorbent material into the spill until all spillage is absorbed;
11. Once all hydrocarbon/chemical spillage has been absorbed, immediately scoop or shovel the saturated absorbent material into a weather proof container and label as contaminated waste;
12. Do not hose down contaminants into drains;
13. The Environment & Community Officer will provide advice on disposal of waste

HYDROCARBON OR CHEMICAL SPILL TO WATER

1. Immediately cease all discharge activities from the dam to prevent downstream contamination (i.e. close all valves on discharge pipes);
2. Immediately cease all pumping to and from other dams (isolate and lock out all pumps and valves);
3. Where possible, isolate the source of the spillage;
4. **Notify your supervisor and the EQ Environment and Community Officer – 0427 865 875;**
5. Access the Emergency Spill Response Kit;
6. Place the floating, yellow canvas boom from the Spill Kit across the dam to contain the spill.

NOTE: If the spill has left the dam and gone off-site, seek advice from the WQ Environment and Community Officer.

7. Conduct an assessment of the weather conditions, considering predicted rainfall;
8. If required contact JR Richards on **0419 528 572** for assistance (suck truck etc.);
JR Richards Emergency Contacts - After Hours (If Primary & Secondary Site Contacts)

Name	Position	Contact Number
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Ken Foot	Integrated Services Waste Technician	0419 582 180
Matthew Sullivan	Integrated Services Waste Technician	0407 550 941
John Sullivan	Integrated Services Manager	0408 784 946
Jason Cashmere	Liquid Services Supervisor	0417 104 432

9. Concentrate the spillage into a confined area on the water body by maneuvering the floating boom. Secure it at both ends using rope and star-pickets or existing trees.
10. Remove the substance from the dam by either of the following methods:
 - apply absorbent pads from the Spill Kits over the spillage; and/or
 - use a Suck Truck to suck the spillage from the surface of the dam.
11. If using the absorbent pads in Step 10 remove the pads from the dam when saturated and place into a waterproof container and label as contaminated waste. Note that the absorbent pads may be wrung out and re-used once they become saturated.
12. Repeat the previous two steps until the spillage has been removed from the dam;
13. The Environment and Community Officer will provide advice on the disposal of contaminated waste.

OFFSITE DIRTY WATER DISCHARGE

1. If safe to do so, immediately stop the discharge by closing the valve on the discharge pipelines.
- Note:** If the discharge is occurring via an overtopping dam, determine the need to install a temporary bund in consultation with the Environment and Community Officer;
2. **Notify your supervisor and the WQ Environment and Community Officer – 0427 865 875;**
 3. Cease all pumping activities into the dam from which the discharge is occurring.
 4. If safe to do so, take a water sample of the discharging water and/or from the dam from which the discharge is occurring.
 5. Take water samples both upstream and downstream of the receiving creek.

MINE/DIRTY WATER PIPELINE FAILURE

1. Stop and isolate the pump which feeds into the pipeline;
2. **Notify your supervisor and the WQ Environment and Community Officer – 0427 865 875;**
3. Conduct an inspection of the area affected by the pipeline failure to determine the extent of the spill;
4. If the spill is contained on-site, contain the spill using any combination of the following methods:
 - Use of spill booms, socks, absorbent material (available from the store, spill kit); and/or
 - Use dirt to create a bund.
5. If a load/s of sand or dirt will be used to contain the spill, organise for a front-end loader, backhoe or similar and a tipper truck. Consider contacting:
Your Supervisor

NOTE: If the spill has left the site, seek advice from the WQ Environment and Community Officer

6. If there are any traffic hazards presented by the spill, organise for traffic control at the appropriate locations.
7. Conduct an assessment of the weather conditions, considering predicted rainfall;
8. If required contact JR Richards on **0419 528 572** for assistance to clean up the spill (suck truck etc.);
JR Richards Emergency Contacts - After Hours (If Primary & Secondary Site Contacts)

Name	Position	Contact Number
Ken Foot	Integrated Services Waste Technician	0419 582 180
Matthew Sullivan	Integrated Services Waste Technician	0407 550 941
John Sullivan	Integrated Services Manager	0408 784 946
Jason Cashmere	Liquid Services Supervisor	0417 104 432

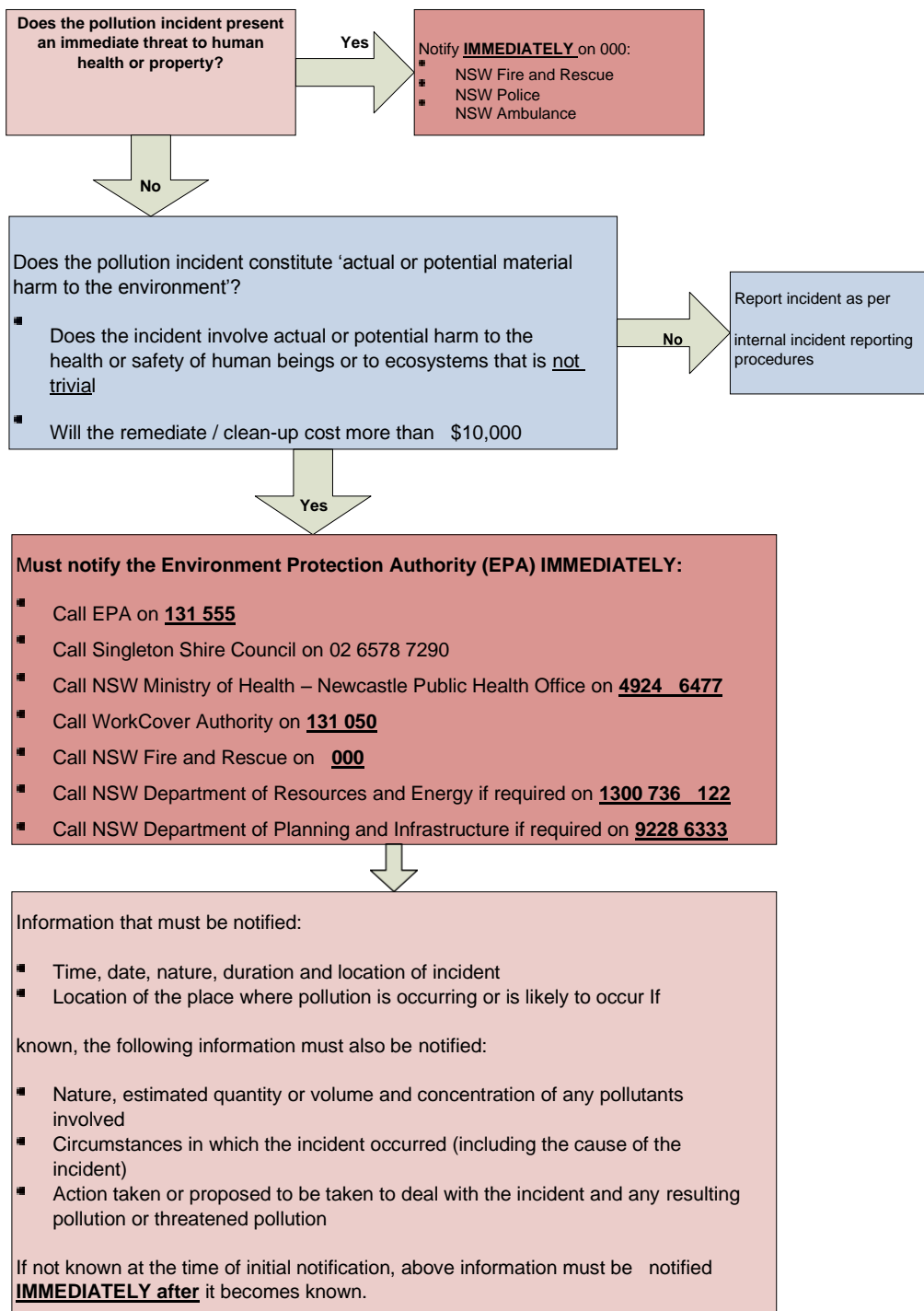
9. Organise repairs on the pipeline:
 - Workshop – 0438 700 063

DAM WALL FAILURE

1. **Notify your supervisor and the WQ Environment and Community Officer – 0427 865 875;**
2. Conduct an inspection of the area affected by the failure to determine the extent of the incident.
3. If necessary, organise for traffic control.
4. Seek further advice from the EQ Environment and Community Officer and/or Operations Manager.

8.2 Appendix 2 – External Notification Procedure.

To be used by the WQC Environment and Community Manager or Operations Manager only



Note:

If an incident occurs at Dam East refer to **Appendix 3** and **Section 5.3**.

A detailed record should be maintained at each step of the process, including the date and time actions are taken.

Any decision to notify or not to notify must be recorded in writing with reasons.

Do not report an opinion to the authorities – only facts.

See OVER PAGE for record sheet

INCIDENT NOTIFICATION RECORD SHEET

To be used when reporting incidents to external authorities

Date:

Time:

Name of Person

Notifying:

Position of Person

Notifying:

INCIDENT DETAILS – Record what you report to the authorities

Location of Incident:

Nature of Incident (type of incident, estimated quantities/concentrations):

Circumstances which led to the incident (cause):

Actions being taken or proposed to be taken:

Other information provided:

Authorities Notified	Tick	Time Notified	Reference
EPA (131 555)			
SSC (6578 7290)			
NSW Health (4924 6477)			
WorkCover (131 050)			
Fire and Rescue (000)			
DRE (1300 736 122)			
DOP (9228 6308)			

Additional Information/Actions Requested from Authorities:

8.3 Appendix 3 – Potentially Affected Residents

To be used in the event there is an incident at Dam East.

9 Control and Revision History

9.1 Document Information

Property	Value
Approved by	Environment and Community Manager
Document owner	Environment and Community Officer
Effective date	23/11/2012
Keywords	Pollution, emergency, environment, community, PIRMP

Table 9-1 – Document properties

9.2 Change Information

Version	Date	Review team (consultation)	Change Summary
1	November 2012	E&C Dept	Original document.
2	October 2013	E&C Dept	Inclusion of flow chart and response procedures. Updated Section 5.3 – Community Notification Procedure
4	Nov 2014	E&C Dept	Annual Review- checked plan- updates required
5	Dec 2014	E&C Dept	Updated phone numbers where appropriate.
6	May 2015	E&C Dept	Added Operations Manager to Table 3.1.
7	June 2016	E&C Dept	Contact details in Table 3.1 PIRMP Management Responsibilities updated
8	January 2017	E&C Dept	Desktop Review
9	November 2020	E&C Dept	Contact details in Table 3.1 PIRMP Management Responsibilities updated
10	March 2021	E&C Dept	Updated maps

Table 9-2 – Change information