



**COLLINS**

# **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

**Created 22<sup>nd</sup> November, 2012  
Latest review 17 April 2018**

**PIRMP  
SPRING FARM QUARRY**

**EPA Licence No. 4093**



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## Issue of Pollution Incident Response Management Plan (PIRMP)

This Pollution Incident Response Management Plan (PIRMP) has been issued to the persons listed below. All persons to whom the PIRMP is issued are bound under a confidentiality requirement not to provide the PIRMP to any third party, except with the written permission of M Collins and Sons Holdings Pty Ltd and Harvest Scientific Services Pty Ltd (HSS).

It is the responsibility of those persons to whom this PIRMP is issued to safeguard and have available the PIRMP as and when required, and to maintain the currency of the PIRMP by inclusion of inserts and amendments, as and when issued. Copies of the manual may be issued to additional persons/ organisations, on the basis of need and relevance.

### PIRMP Document Register

Controlled document No.	Issued to	Company/ organisation	Address	Date Issued	Authorising signature
1	Matt Collins	M. Collins and Sons Pty Limited	17 Fitzpatrick Street, REVESBY	06/07/2016	
2	Vacant – (TBA)	Collins Construction Materials P/L	17 Fitzpatrick Street, REVESBY	06/07/2016	
34	Billy Lewis	Collins Construction Materials P/L	214 Macarthur Road Spring Farm	06/07/2016	

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## POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)

### 1. Introduction – Pollution incident notification requirements

As of 6 February 2012, licensees under the POEO Act and anyone carrying on an activity or occupying a premises who becomes aware of a pollution incident are required to report pollution incidents **immediately** instead of 'as soon as practicable' under section 148 of the POEO Act. The protocols for contact in the event of a pollution incident are outlined in **Section 2** of this PIRMP, relevant contact details are presented in **Section 4** and the adopted criteria for a pollution incident is outlined in **Section 3**.

**Sections 5 to 7** outline the preventative actions and general operational response protocols to a pollution incident.

### 2. Protocol for industry notification of pollution incidents

The NSW EPA describe the protocol for notification of pollution incidents on the webpage (<http://www.environment.nsw.gov.au/pollution/other.html> ).

*The changes take effect from 6 February 2012 and require the occupier of premises, the employer or any person carrying on the activity which causes a pollution incident to immediately notify each relevant authority (identified below) when material harm to the environment is caused or threatened. The following information and procedures may assist those responsible for reporting a pollution incident.*

2.1 *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.*

2.2 *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 EPA phone Environment Line on 131 555*
- *the Ministry of Health ( 02 9391 9000)*  
<http://www.health.nsw.gov.au/Infectious/Pages/notification.aspx>
- *the WorkCover Authority – phone 13 10 50*
- *Camden Council – phone 02 4654 7777*

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### 3. Environmental incident definition, pollution incident notification criteria and response

A pollution incident is defined 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...'* (POEO Act).

Pollution incidents on or around the site are considered to have occurred in the course of the Contractor's activities in the following circumstances:

- *'If the actual or potential harm to the health or safety of human beings or ecosystems is not trivial; and*
- *If actual or potential loss or property damage (including clean-up costs) associated with a pollution incident exceeds \$10,000.'*

Above criteria is based on **s147** of the *Protection of the Environment Operations Act 1997* (NSW) and has been adopted in this PIRMP as the threshold for notification purposes.

The above definition has been adopted for the purposes of an environmental incident in this PIRMP. The proposed response to an environmental incident is as outlined below and in Table 1:

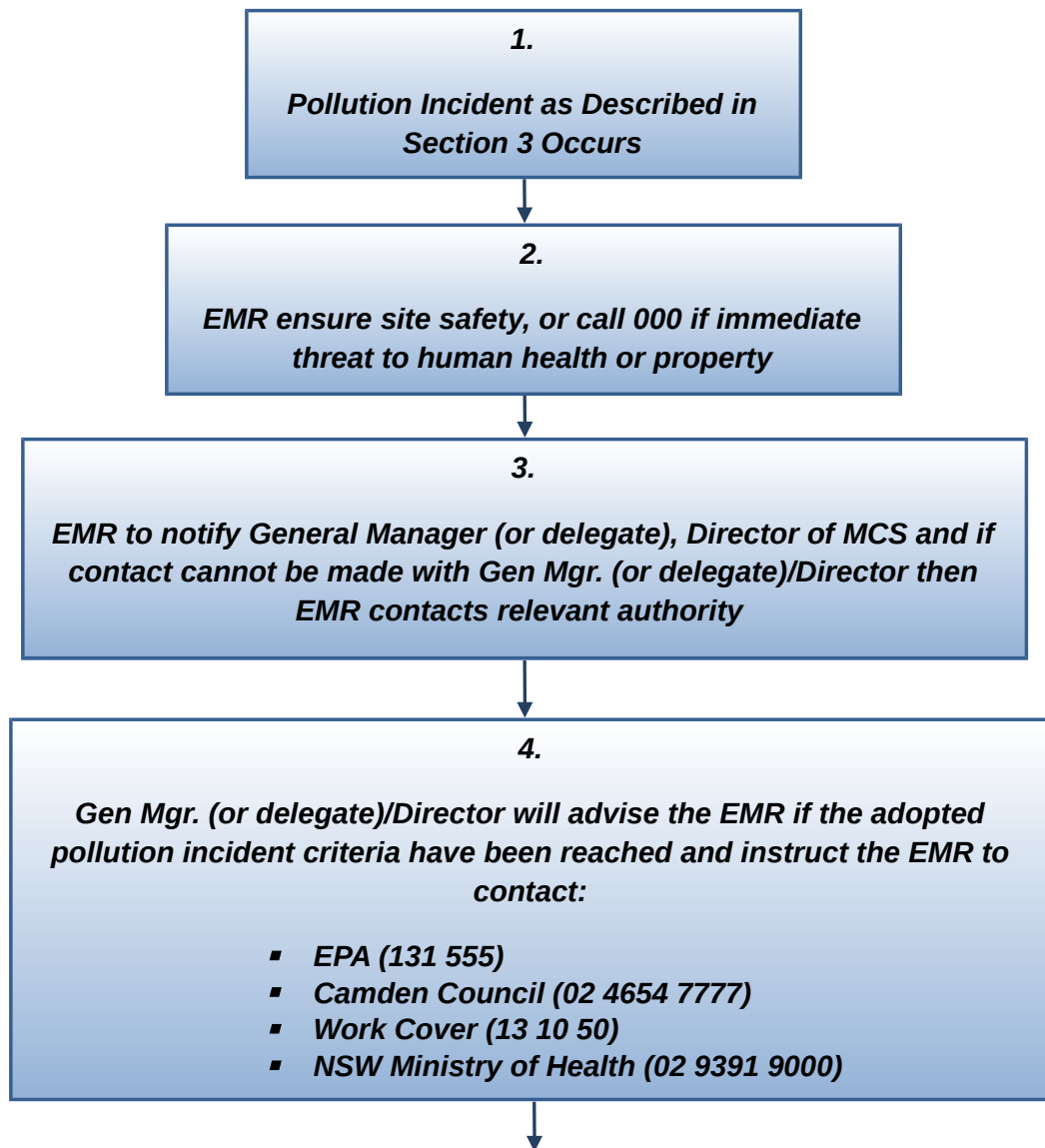
- EMR to ensure site safety, move people from immediate areas where safety is a concern;
- EMR to take any practical steps to contain the hazard and prevent it from spreading;
- EMR to notify the General Manager (or delegate), the Director and if necessary, the relevant authority, if the General Manager (or delegate) and Director cannot be contacted EMR must notify each relevant authority.
- The General Manager (or delegate) is to decide with the Director if the adopted pollution incident criteria threshold has been reached. If the adopted pollution incident threshold has been reached, the EMR is to contact immediately contact the EPA and Camden Council; and the relevant information about a pollution incident required consists of the following:
  - The time, date, nature, duration and location of the incident,
  - The location of the place where pollution is occurring or is likely to occur,
  - The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
  - The circumstances in which the incident occurred (including the cause of the incident, if known),

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- The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
  - Other information prescribed by the regulations.
- The EMR is to complete and environmental incident report form. Once completed, a copy of the incident report form must be forwarded to Camden Council and the EPA.

## TABLE 1 Flow Chart for PIRMP



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5.

***EMR to complete environmental incident response and forward to:***

- ***EPA***
- ***Camden Council***

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#### 4. Emergency contact details

Table 2 outlines emergency contact details and is to be maintained by the EMR.

Table 2. Emergency contact details

Service required	Company	Contact name	Phone number
EMR (p)	CCM Pty Limited	Mr. Billy Lewis	0401 142 687
Police			000
Fire Brigade			000
Ambulance			000
Report Environmental Incident	EPA Pollution Line		131 555
	Camden Council		(02) 4654 7777
	DPI / DoI	Incident Hotline	1300 814 609
	WorkCover NSW		13 10 50
	Ministry of Health		9391 9000
Environmental Consultant	Harvest Scientific Services Pty Ltd	Mr. Mart Rampe	02 4647 6177
WIRES			1800 641 188
Waste services	Thiess		02 46 771910
Sydney Water Service Centre			132 090
Energy Australia			131 388
AGL			131 003
Integral Energy			131 909
Telstra			132 203





## 5. Environmental incident preventative actions and responses

**Table 3** outlines the potential environmental incidents identified and Risk Assessed during the environmental review process to-date, the proposed preventative actions, the response actions to be under-taken and the person/s responsible for implementation of appropriate actions. Other potential environmental incidents may be identified after the operation commences, these should be documented by the EMR and **Table 3** should be updated as they are identified.

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**Table 3.** Summary of potential environmental incidents, preventative actions and proposed response actions.

Potential environmental incident	Potential Risk	Preventative actions	Responses actions to incident	Responsible persons
Excessive dust	2 – Frequent / Minor	<ul style="list-style-type: none"> <li>Operate water trucks/irrigators</li> <li>Cease or limit operations based on risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>Contact EMR;</li> <li>Water down areas identified as the source of dust immediately; and</li> <li>Cease works if weather conditions are adverse.</li> </ul>	All personnel and EMR
Spills Fuel / Chemical spill / Fire	3 – Remote / Critical	<ul style="list-style-type: none"> <li>All chemicals to be stored in accordance with the Code of Practice for safe use and storage in Agricultural.</li> <li>All diesel storage tanks to be bunded to contain spills and disposed of by qualified contractors.</li> <li>HS&amp;DG Audits and Register with quantities and SDS for each.</li> </ul>	<ul style="list-style-type: none"> <li>Contact EMR</li> <li>All re-fuelling vehicles are to contain a spill kit</li> <li>Use spill kit to contain the spill at the mixing and storage sites.</li> <li>Dispose of contaminated materials appropriately; and clean and decontaminate this site.</li> <li>If discharge enters waterway and criteria outlined in <b>Section 3</b> of this PIRMP is met ring EPA Pollution line 131 555.</li> <li>Emergency Evacuation plan implemented, contain fire if safe to do so, follow first aid plan and account for all on site at EEA.</li> </ul>	All personnel and EMR
Stored Pollutants spill, escape, unknown quantities	3 – Remote / Critical	<ul style="list-style-type: none"> <li>All bunded as per COP</li> <li>Maximum Storage Quantities; Fuel 52,000L, Oils 5000L, Grease 600kg, Coolant 500L, Fertiliser 1t, Gas combined 100,000/L</li> <li>Conduct Audits and update SDS register and SDS's.</li> </ul>	<ul style="list-style-type: none"> <li>All re-fuelling vehicles are to contain a spill kit</li> <li>Use spill kit to contain the spill at the mixing and storage sites.</li> <li>Dispose of contaminated materials appropriately; and clean and decontaminate this site.</li> <li>If discharge enters waterway and criteria outlined in <b>Section 3</b></li> </ul>	All personnel and EMR
Diesel Fuel leaks & spills at the storage tank/bunded area	2 – Improbable / Minor	<ul style="list-style-type: none"> <li>Avoid rainwater being contaminated with diesel</li> <li>Maintain bunded free from soil and dirt</li> </ul>	<ul style="list-style-type: none"> <li>Contact the EMR</li> <li>Pump into a waste fuel tank</li> <li>Dispose in a lawful manner</li> <li>If discharge enters waterway and criteria outlined in <b>Section 3</b> of this PIRMP is met ring EPA Pollution line 131 555</li> </ul>	All personnel and EMR
Sediment losses to waterways	2 – Remote / Minor	<ul style="list-style-type: none"> <li>Maintain Erosion &amp; Sediment Controls on site</li> </ul>	<ul style="list-style-type: none"> <li>Contact EMR</li> <li>Where relevant, repair sediment controls; and</li> <li>Cease works if weather conditions</li> </ul>	All personnel and EMR



			are adverse. • If discharge enters waterway and criteria outlined in Section 3 of this PIRMP ring EPA Pollution Line 131 555.	
Chicken Manure escape into waterway	2 – Remote / Minor	<ul style="list-style-type: none"> <li>• Store in dedicated stockpile areas with sediment control measures at the site</li> <li>• Regular inspections and maintain sediment controls</li> </ul>	<ul style="list-style-type: none"> <li>• Contact EMR</li> <li>• Where relevant repair sediment controls</li> <li>• If discharge enters waterway and criteria outlined in Section 3 of the PIRMP ring EMA Pollution line 131 555</li> </ul>	All personnel and EMR

An environmental risk assessment rating system adapted from **Environment Australia (2007)**, which is outlined in **Table 4**, has been adopted for the assessment of risks associated with potential environmental risks listed in **Table 3**. The results of this assessment will be included in the operational EMP for this facility.

**Table 4. Environmental risk significance rating table\*.**

Risk of Occurrence						
May be as a result of a continuously operated process, activity or occurrence	<b>Continuous</b>	1	4	4	4	4
May be a result of a frequently used process, activity or occurrence.	<b>Frequent</b>	1	2	3	4	4
May be a result of a little used process, activity or occurrence.	<b>Occasional</b>	1	2	3	4	4
May be as a result of a chain of unusual events leading to an environmental incident	<b>Remote</b>	1	2	3	3	4
May be a result of a chain of extraordinary events leading to an environmental accident/disaster.	<b>Improbable</b>	1	2	3	3	4
		<b>Positive</b>	<b>Minor</b>	<b>Critical</b>	<b>Major</b>	<b>Catastrophic</b>
	<b>Significance (Degree of Impact)</b>	Positive impact on environment thus positive impact on business	Limited and/or localised impact on the environment and/or business	Medium scale impacts, wider implications to environment and/or business	Serious long term implications for environment and/or business	Serious permanent damage to business and/or environment (e.g. loss of licence, restriction of activity)

\*From: Environment Australia, 2007. Model Environmental Management System for Commonwealth Agencies.

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Key to Risk Significance Rating	1	Positive
	2	Low Risk
	3	Medium Risk
	4	High Risk

## 6. Emergency equipment requirements and storage locations (see Map 1 below)

Table 5 outlines the locations of emergency response equipment.

Table 5: Emergency equipment requirements

Name of equipment	Storage location	Comment
Spill kit	On each re-fuelling unit, workshop and fuel bowser.	Instructions for use must be provided with kit. Notify of use and replace items within. Locations of site map through induction process.
Fire extinguisher/s	On each piece of onsite equipment, office and maintenance shed as per signage.	To be maintained in satisfactory working order and checked by qualified external contractor 6 monthly. Only use when two people involved and safe to do so, never take on large or uncontrolled fires. Ensure staff trained in different types of extinguishers and safe use of extinguishers. Locations on site map through induction process.
Eyewash	At the mixing and storage site, maintenance area and weighbridge toilet facility	Maintain in satisfactory working order and test to ensure working correctly. Locations on site map through induction process.

## 7. Incident reporting

As per conditions of consent within 7 days of detecting an exceedance of goals/limits/performance criteria of this PIMPR or an environmental incident (as defined in **Section 3**), MCS Pty Ltd shall report the exceedance to the Camden Council. All Incidents are to be reported on an Incident report Form 20.

The report shall:

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- describe the date, time and nature of the exceedance/incident;
- identify the cause (or likely cause) of the exceedance/incident;
- describe what action has been taken to date; and
- describe the proposed measures to address the exceedance/incident.

## 7.1 Community Notification Strategy

### Who Will Be Notified?

All community stakeholders that may be affected by an incident will be notified. Appropriate to the incident circumstance, these include:

- Neighbouring residential property owners
- Neighbouring commercial properties
- General public within the vicinity of the site:
  - o Pedestrians
  - o Motorists
  - o Users of nearby recreational facilities (sporting facilities, parks etc)
  - o Nearby water courses (rivers, streams, dams etc.) used for recreational and/or commercial purposes
- Farmers located downstream from water courses affected by a spill
- Schools
- Churches
- Nursing homes

### When Will the Community be Notified?

If an incident presents a significant risk of causing material harm to persons, property, and/or the environment to an area that is not trivial, any community stakeholders within these areas will be notified at the earliest convenience.

### How Will the Community be Notified?

When it has been established that a community stakeholder is at risk from an incident that has the potential to cause material harm the following process will be implemented:

- 1) Community stakeholders will be contacted immediately after the relevant authorities have been contacted by telephone (or face to face if this is not possible).
- 2) Stakeholders will be advised of recommended actions that can be taken to prevent or minimise material harm e.g. evacuate area, shut all doors and windows, cease drawing water for irrigation purposes.

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3) After the incident has been contained and managed by key personnel and authorities subsequent communication will be undertaken by the NSW Planning & Environment Coordinators. Appropriate to the circumstance, these may include:

- o Follow up telephone calls and/or face to face contact (door knocking)
- o Meetings with stakeholders
- o Written correspondence containing updates in regards to safety and environmental concerns associated with the pollution incident
- o Letterbox drops
- o Website notification
- o Social media notification

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Map 1 – Site Map and Evacuation Plan



**Legend:**  All yellow Outlined areas are Turf Farm designated areas – WorkCover monitored. All other areas are Quarry areas – Industry & Investment.

- Wash Plant and Screening area
- Pump
- + First Aid areas (also within vehicles – not marked)
- ↔ Two way Traffic 20km speed limit
- Emergency Assembly Area
- ↔ Heavy vehicle route call prior to entry on UHF
- Overhead Power lines
- Office locations and parking areas
- Restricted Vegetation Areas
- ▲ Toilet facility
- ★ Work Shop
- Tip off area
- Wash Out Pad
- Truck Rest Area
- ★ Electrical Room
- ↔ Turf Farm Traffic Route
- ⊕ Eye Wash Stations

## 8. COMPLAINTS

### 8.1 Complaints register

A telephone complaints line has been established to receive any complaints from members of the public in relation to this site. Details of the complaints line are below:

**COMPLAINTS TELEPHONE LINE:**  
**Environmental Management Representative**  
**Mr. Billy Lewis (p) 0401 142 687**  
**02 4658 1666**

### 8.2 Complaints response protocol

If a complaint is received the following procedures are to be followed:

- Details of the complaint are to be recorded by the EMR in the complaints register) and the complainant is to be advised verbally that the matter will be investigated by MCS Pty Ltd in accordance with the Environmental Management Plan for the operation.
- The EMR is investigate the complaint and to liaise with the complainant to attempt to resolve the complaint. Where necessary, the EMR will make appropriate changes to onsite management practices / procedures to resolve the complaint.
- If, through a subsequent investigation, the EMR becomes aware of an environmental incident (as defined in **Section 3** of this PIRMP), then Camden Council is to be notified in writing at the first available opportunity.
- If the criterion outlined in **Section 5** of this PIRMP is met then EPA is to be notified and at the first available opportunity.
- If the dispute is resolved, the agreed outcome is to be documented (in writing) and forwarded to the complainant, Camden Council and the EPA.
- If the dispute is not resolved, the EPA and Camden Council are to be advised in writing.
- If directed by the EPA or Camden Council, MCS Pty Ltd will contract the services of an independent consultant to review the specific details of the complaint and make appropriate recommendations to resolve the matter.
- At closure of the complaint the following information will have been recorded:
  - a. Date of complaint;
  - b. Name of complainant;
  - c. Contact details of complaint (if supplied);
  - d. A record of notification of Camden Council, DPE, DPE, DPI;
  - e. A summary actions taken to address the subject matter of the complaint;
  - f. Investigation outcomes; and
  - g. A record of notification of the complainant of the investigation outcomes.

Records will be kept for at least 4 years after the complaint was registered.





## 9. REVIEW

This PIRMP is to be reviewed annually as part of the AEMR or on as needed basis. Updates of this PIRMP will be supplied to all persons listed in the document register at the beginning of this PIRMP.

## 10. Testing of PIRMP

This PIRMP will be tested at least once a year and within one calendar month of any pollution incident occurring where the plan has been activated. A record of the testing of PIRMP will be maintained in this plan. See below table.

## Pollution Incident Management Response Plan Testing

Date of Test	Recommended Actions/Outcomes from Testing
22/11/2012	PIRMP implementation, EMR and site personnel training and procedure review.
18/9/2013	PIRMP review, updates. 17092013 Triggered MP and review of fire incident – activated and PIRMP followed. Tool Box meeting on ECP's.
12/3/2014	PIRMP review with site personnel. Procedure review and PIRMP Drill.
17/7/2015	PIRMP Emergency Preparedness Drill – Chemical Spill and Dust, reporting requirements and Environmental Control Protocols. Review current PIRMP, no changes or updates required. See Tool Box minutes and Drill 20150717.
4/6/2016	Emergency Preparedness Drill for PIRMP – Flooding. See Tool Box Minutes 4/6/2016 and training records for all site personnel 6/6/2016. PIRMP updated 4/7/2016 to reflect EPA recommendations 3/6/16 and PIRMP Drill, Tool Box.
17/4/18	MP22 SF PIRMP reviewed and updated to contain new contact details.
7/1/2019	MP22 SF PIRMP Checked

## POLLUTION INCIDENT NOTIFICATION PROTOCOL

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## **Step one: What is a Pollution Incident?**

A Pollution Incident occurs when material harm to the Environment is caused or threatened.

## **Step Two: What is material harm to the Environment?**

(i) It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial,

OR

(ii) It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 and loss includes the reasonable costs or losses to prevent mitigate or make good harm to the environment.

## **Step Three: Who must notify?**

- a) the person carrying on the activity
- b) an employee or agent carrying on the activity
- c) an employee carrying on the activity
- d) the occupier of the premises where the incident occurs.

## **Step Four: Who do I notify?**

A person engaged as an employee in carrying on an activity must immediately after becoming aware of the

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incident, notify the employer of the incident and all relevant information about it.

## **Step Five:**

### **Who must be notified about a Pollution Incident?**

1. Call 000 if the incident presents an immediate threat to human health or property.

**Ask for:** > Fire and Rescue NSW  
> NSW Police  
> NSW Ambulance  
Service

### **AND/OR**

2. EPA 131 555
  - Local Council – Camden Council  
Phone: (02) 4654 7777
  - Ministry of Health  
Phone: (02) 9391 9000
  - <http://www.health.nsw.gov.au/Infectious/Pages/notification.aspx>
  - Work Cover 131 050

### **Examples of Potential Environmental Incidents**

#### **Excessive Dust**

- Cease work, and
- Contact Environmental Management Representative
- Water Areas identified as source of dust

#### **Fuel/Oil/Chemical Spills**

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- Always refuel in a bunded area
- Use spill kits in the field
- If discharge enters a waterway and may cause \$10,000 damage and/or clean up costs notify employer immediately.

## **Sediment Loss to a Waterway**

- Cease work and contact Environmental Management Representative
- Repair Sediment controls
- If discharge enters a waterway and may cause \$10,000 damage and/or clean up costs notify employer immediately.

## **Excluded Pollution Incidents**

### **Odour**

A pollution Incident does **NOT** include an Odour. Odour incidents **DO NOT** have to be notified.

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