

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN(PIRMP)

This Pollution Incident Response Management Plan (PIRMP) does not replace the Emergency Evacuation and Procedures Policy and should be read additionally in the event of a pollution incident.

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)

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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).

The definition of a pollution incident is:

pollution incident means 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.

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:

- (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 (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.

As the holder of the Environment Protection Licence No.11792, 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).

Highland Quarries Guyra also has an **Emergency Evacuation Policy and Procedure** prepared to comply with the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 and covers emergencies typically related to fire, medical injury, and rescue from an elevated work platform etc.

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1.2 Regulatory Requirements

Specific detail is required for inclusion in the PIRMP. Table 1.1 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.

Table 1.1 Document Directory Section 153C	Detail required	Location in document
(a)	The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to: (i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, (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 (iii) Any persons or authorities required to be notified by Part 5.7 (of the POEO Act).	Section 5.2 Section 5.2 Section 5.2
(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 4.0
(c)	The procedures to be followed for co-ordinating, 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
(d)	Any other matter required by the Protection of the Environment Operations (General) Regulation 2009 (as set out below): 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 ”).	Section 2.2
(e)	98C (1)(b) The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.	Section 2.2
	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.	Section 2.2 Section 2.3
	98C (1)(d) An inventory of potential pollutants on the premises or used in carrying out the relevant activity.	Section 2.2 Section 2.3
	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.	Section 2.2 Section 2.3
	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.	Section 4.0
	98C (1)(g) The names, positions and 24-hour contact details of those key individuals who: (i) are responsible for activating the plan, (ii) are authorised to notify relevant authorities under section 148 of the POEO Act, and (iii) are responsible for managing the response to a pollution incident.	Section 3.2 Section 5.2

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Table 1.1 Document Directory Section 153C	Detail required	Location in document
	98C (1)(h) The contact details of each relevant authority referred to in section 148 of the POEO Act.	Section 5.2.1
	98C (1)(j) 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.	Section 4.0
	98C (1)(k) 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.	Section 2.1 Section 2.2 Appendix 1
	98C (1)(l) 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.	Section 4.0
	98C (1)(m) The nature and objectives of any staff training program in relation to the plan.	Section 6.1
	98C (1)(n) The dates on which the plan has been tested and the name of the person who carried out the test.	Section 6.2
	98C (1)(o) The dates on which the plan is updated.	Section 6.2
	98C (1)(p) The manner in which the plan is to be tested and maintained.	Section 6.2

2. PREMISE DETAILS

2.1 Site Details

HQG Pty Ltd (HQG) trades as Highland Quarries Guyra and is located in NSW, 6 km east of Guyra, along the Ebor Road. The quarry is owned and operated by HQG.

The quarry is isolated in rural land and is not close to a densely populated area, school or hospital but is close to the Gara River.

Highland Quarries Guyra is not located near other facilities which handle dangerous or explosive materials and thus has no risk of setting off a pollution incident at any adjacent facilities.

HQG Pty Ltd operates a basalt rock extraction and processing operation. The quarry produces a range of blue metal gravel (7mm, 10 mm, 14mm, 20 mm and mixed) either dry or precoated to be used in the construction of sealed roads. Other quarry products are also produced.

The surrounding area which may potentially, but very unlikely, be impacted by a pollution incident occurring at the quarry (in addition to the premises itself) may include the following:

- landholders adjacent to the mine complex;
- downstream water courses of the Gara River (including inundation areas and adjacent landholders)

It is a very remote possibility that the township of Guyra would be impacted by a pollution incident at the quarry.

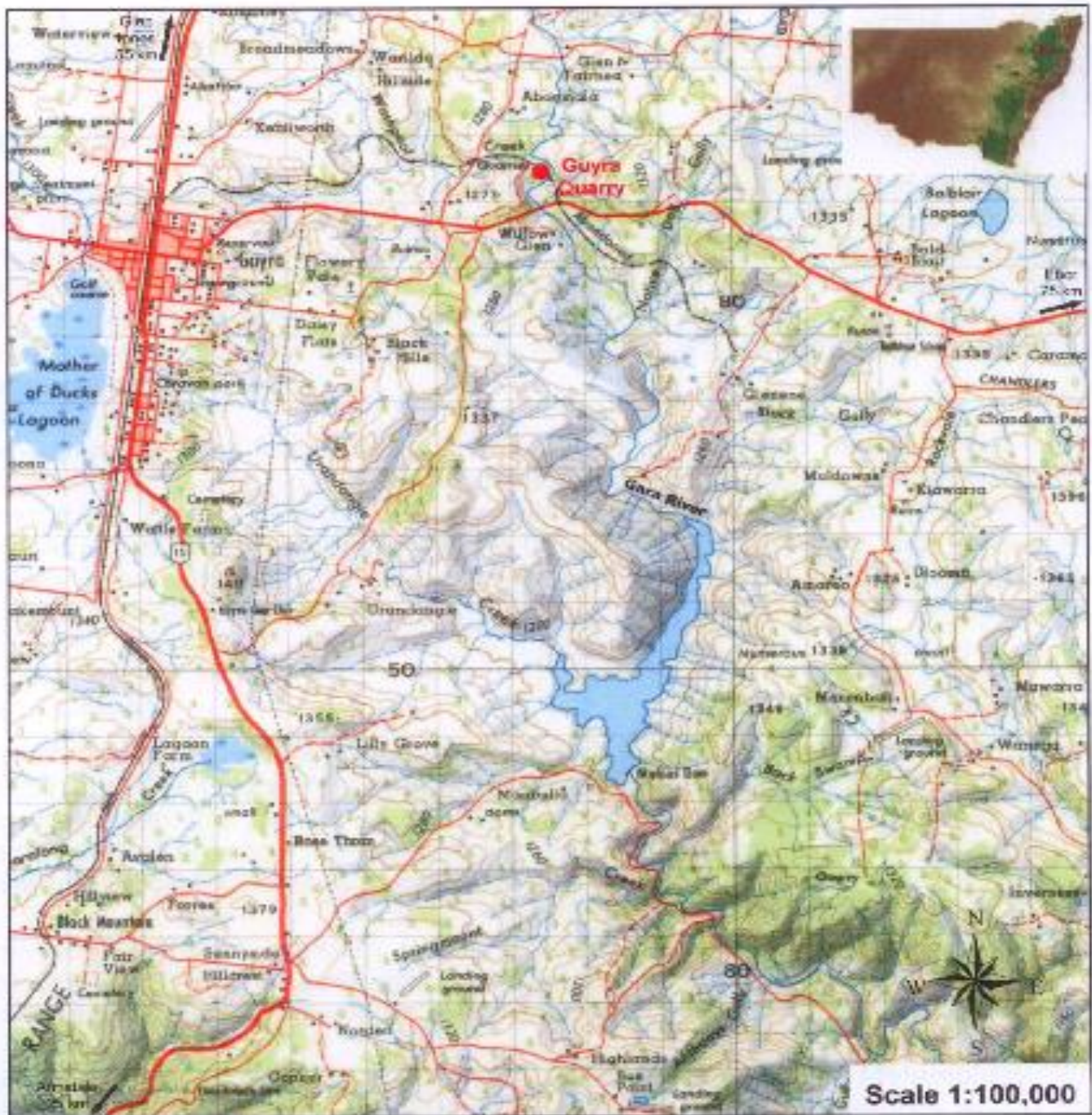


Figure 1. Location of Guyra Quarry (After RSAC, 1976).

2.2 Major Hazards

PIRMP's must provide a description of the main hazards to human health or the environment associated with the activity being undertaken at the premises, the likelihood of any such hazards occurring, including details of any circumstances or events that could, or would, increase that likelihood.

The potential major hazards which have been identified at Highland Quarries Guyra include:

- spills (e.g. hazardous chemicals) resulting in land contamination;
- spills (e.g. hazardous chemicals) resulting in water contamination;
- potential failure of containment tanks resulting in land or water contamination;
- sediment laden surface water runoff from dusty areas; and
- fire (e.g. electrical fire).

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The likelihood of environmental hazards occurring at Highland Quarries Guyra has been captured through a site specific risk assessment included in Dust & Airborne Contaminants and Fire & Explosion Principal Hazard Management Plans which were audited in 2017.

Through this process we have considered:

- environment and community aspects and impacts across the quarry;
- 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.

We have identified foreseeable hazards associated with operations at Highland Quarries Guyra and implemented controls necessary to eliminate or reduce identified risks in accordance the established hierarchy of controls for environmental management.

2.3 Chemicals and Potential Pollutants

All chemicals at Highland Quarries Guyra are included in a central register called the **Hazardous Substances and Dangerous Goods Register** available at the site office.

All chemicals are accompanied by the relevant Material Safety Data Sheets as required by work health and safety regulations.

The maximum quantity stored of designated chemicals such as fuel and precoat oil located on the premises is determined by the size of the tanks.

Diesel is stored at only one location at Highland Quarries Guyra outside the Workshop on entry into the quarry.

Diesel is no longer stored in 3 tanks with an approximate storage capacity of 14,200 litres. A self-bunded fuel tank was purchased in November 2014 which has a capacity of 20,000 Litres.

TANK	QUANTITY HELD
Duro Self-bunded static Tank	20,000 Ltrs

Additionally, there are 2 tanks which contain Precoat Supa 30 – a bitumen based precoating agent used on aggregate for road works. The product is combustible but not flammable.

PRECOAT TANK	QUANTITY HELD
Tank 1 (Silver - large)	14,000
Tank 2(Green - small)	9,000
TOTAL	23,000 Ltrs

All oils, greases and detergents stored on-site will be contained within bunded storage areas. There are approximately 650 litres of oils and greases stored on the site at any one time (if all containers are full). The Precoat tanks have a natural drainage collection area caused by the water washing of the precoat whereby any spillage would be contained. Failing this, again there is a slope down to the lower dam.

The facilities that store fuel, oil and hazardous chemicals will be 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.

Another control measure at the HQG site is that the flow path of the sites runoff has been designed to run across the slope from the fuel tank to beside the office which then seeps into the lower dam. An existing bund wall prevents any overflow into the Gara River.

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3. MANAGEMENT AND RESPONSIBILITIES

3.1 Legal Duty to Notify

All HQG 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 HQG) 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 Plant Manager as per **Section 5.2**.

3.2 PIRMP Management

The specific responsibilities associated with the management and implementation of the PIRMP is outlined below.

Contact the Plant Manager 67 792 526 or 0428 289 106. He is responsible for PIRMP Management Responsibilities (refer to Operations & Environment/Community) unless otherwise identified:

Operations	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
Environment & Community	Responsible for undertaking notification as defined in this PIRMP Responsible for managing the response to a pollution incident Responsible for undertaking notification as defined in this PIRMP Responsible for coordinating the response to a pollution incident Facilitate site personnel in implementation of the PIRMP Communication of the PIRMP to site personnel
Company Manager	Responsible for coordinating communications with affected community members Responsible for ensuring notification and training of PIRMP Responsible for arranging testing and updating of the PIRMP Facilitate site personnel in implementation of the PIRMP Communication of PIRMP to site personnel

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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 an environmental incident, 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 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.

The actions to be implemented at HQG on the occasion of a pollution incident include the following:

1. Secure the scene and contain the incident (pollution);
 - Deploy spill containment equipment
 - Shut down process or equipment
2. Advise staff, contractors and visitors (via 2way) and undertake traffic diversion/close road;
3. In the case of a fire, refer to the **Emergency Evacuation Policy and Procedure**
4. Gather information (i.e. environmental monitoring);
5. Determine the investigation level;
6. Commence an investigation (if required);
7. Assess how any clean up from an incident will be undertaken, including the procedures to be followed such as the engagement of contractors and use of clean-up equipment like waste disposal tankers or waste facilities.
8. Review and classify information and determine actions;
9. Complete actions

In the event of a pollution incident, it is important that the product does not enter the drains or watercourses.

Note: The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from the company or individual responsible for the pollution incident. It is important that the company have the appropriate insurance or contingency funds available.

FUEL – DIESEL

Pollution Incident	(i) Diesel fuel spillage is unlikely with self-bunded (dual wall) static tank and overfill protection.
Secure the scene	<p>Announce pollution incident to those at the quarry by 2way.</p> <p>If a serious pollution incident occurs and it is deemed necessary, sound siren and gather staff to Assembly Point. Refer to Emergency Evacuation Policy and Procedures.</p> <p>If safe, stop leak.</p> <p>Ensure pollution does not reach flash point.</p> <p>Remove any potential ignition source, if safe to do so.</p> <p>Stay upwind.</p>

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<p>Contain the pollution</p> <p><i>Wherever possible spilt material should be recovered into a sound container.</i></p>	<p>(i) Right the tank to prevent leak/turn over tank; plug tank (if possible);</p> <p>(ii) Dig hole/bund to contain spillage; soak up spillage with dust;</p> <p>(iii) Run-off may have entered “catchment dam” or lower dam;</p> <p>(iv) Use pump on water cart to pump spillage into a suitable container (possibly the water cart but the water tank may need the water removed, alternatively use the decommissioned spare precoat tank. Avoid plastic containers.</p> <p>Closed containers may explode when exposed to extreme heat (fire). This product will emit flammable vapours if exposed to extreme heat. Will produce toxic fumes when burning.</p> <p>UV light will decontaminate fill on the ground ore in the containment tank and secondary dam.</p> <p>Absorbed material may be disposed of as solid waste in conformity with the regulations of the Regulatory Authority.</p>
<p>Type of Safety Equipment</p>	<p>Gloves; fire extinguishers; pump and hose.</p> <p>Fire fighters should use breathing apparatus.</p>
<p>Location of Safety Equipment</p>	<p>Fire extinguisher (9 kg in workshop); 2 kg on mobile equipment</p>

SPILL KIT:



The Spill Kit is located in the Fuel Shed between the wall and the fuel tank in the Yellow Wheelie Bin



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PRECOAT

Pollution Incident	(i) Precoat fuel tank collapses and leak can be contained by securing opening; (ii) Precoat fuel tank cracks and leak cannot be contain; (iii) Precoat fuel tank failed overnight and spillage has occurred.
Secure the scene	Announce pollution incident to those at the quarry by 2way. If a serious pollution incident occurs and it is deemed necessary, sound siren and gather staff to Assembly Point. Refer to Emergency Evacuation Policy and Procedures . If safe, stop leak. Ensure pollution does not reach flash point. Remove any potential ignition source, if safe to do so. Stay upwind.
Contain the pollution <i>Wherever possible spilt material should be recovered into a sound container.</i>	(i) Right the tank to prevent leak/turn over tank; plug tank (if possible); (ii) Dig hole/bund to contain spillage; soak up spillage with dust; (iii) Run-off may have entered “catchment dam” or lower dam. (iv) Use pump on water cart to pump spillage into a suitable container (possibly the water cart but the water tank may need the water removed, alternatively use the decommissioned spare precoat tank. Avoid plastic containers. UV light will decontaminate fill on the ground or in the containment tank and secondary dam. Absorbed material may be disposed of as solid waste in conformity with the regulations of the Regulatory Authority.
Type of Safety Equipment	Gloves; fire extinguishers; pump and hose. Fire fighters should use breathing apparatus.
Location of Safety Equipment	Fire extinguisher (9 kg in workshop); 2 kg on mobile equipment.

WASTE OIL

Waste oil is kept in a 1,000 litre (IBC) is now being used and is situated between new switch room and workshop. It is emptied by NLQ prior to being full (approximately 800 Ltrs). A record will be kept of disposal.

Incident management at HQG focuses on actions to:

- secure and assign necessary tactical response resources, including equipment and/or personnel, to minimise the environmental impacts associated with the incident;
- establish 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;
- manage stakeholders arriving at site;
- minimise effects on people, the environment, property, production, and company reputation;

FIRE

Refer to the **Emergency Evacuation Policy and Procedures**.

Implement an environmental monitoring program to quantify impacts as a result of the 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 all personnel.

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Emergency Management at HQG is undertaken in accordance with the **Emergency Evacuation Policy and Procedure**.

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).

It is possible for a **material harm incident** to occur on land that is within the boundary of the EPL.

The determination to notify of a potential material harm incident will be made by the Operations Manager in consultation with the Company Manager. If the Company Manager is not available immediately, the determination will be made by the Owner.

5.2 Internal and External Notification

As discussed in **Section 3.1**, notification of an environmental incident is the responsibility of all site and contractor personnel.

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 are key parties who are responsible, in the event of a Pollution Incident:

Name	Position	24 hr Contact Details	Activating Plans	Notify Relevant Authorities	Managing the Response
Tim Ellis	Production Manager	0428 289 106	X	X	X
Susan Croft	Company Manager	045 999 2526	X	X	X
Simon Croft	Director	0427 748 416	X	X	X

The following information and procedures may assist those responsible for reporting a pollution incident. **Part 5.7 of the Protection of the Environment Operations Act 1997 (POEO Act) specify new requirements relating to the notification of pollution incidents.**

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:

In the event of an incident, response and notification must be undertaken as per **Table 5.1**, which contains the following important information:

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- the appropriate regulatory authority (ARA) – usually the EPA or Local Council (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, refer to **Table 5.1**.

The agencies listed in **Table 5.1** must be contacted in the order outlined below:

Table 5.1 PIRMP Notification Requirements

EXTERNAL BODY	PHONE CONTACT DETAILS
1. Emergency Services (Fire and Rescue NSW, NSW Police, NSW Ambulance Service).	ONLY call 000 first if there is an immediate threat of human health or property. These bodies control and contain incidents.

If the incident does not require an initial combat agency, or once 000 is called, notify in this order:

2. EPA	131 555
3. Ministry of Health via the local Public Health Unit	Tamworth Office 02 67 648 000 Ask for the Public Health Officer on call.
4. SafeWork NSW (formerly WorkCover)	13 10 50
5. The Local Authority (if not the ARA)	Armidale Regional Council 67 703 600
6. Fire and Rescue NSW	1300 729 579 (unless 000 was called initially)

The following is a list of neighbours immediately adjacent to the Highland Quarries Guyra site provided to assist in the effective communication of issues which extend past the site boundary:

Harry and Rita Williams	H: 67 791 182; M:0488 792 665
Peter and Marilyn Whyatt	H; 67 791 081

In the instance of identification of an environmental incident or hazard, the personnel will report the issue immediately to the Plant Manager, who in turn shall report it to the Company Manager and owner.

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 the safety of people or contain a pollution incident. However, incident notification will be made as soon as it is safe to do so.**

In addition to being detailed in this document, procedures for undertaking internal and external notification are included in:

- Emergency Evacuation Policy & Procedures**

Record keeping of incident details, including investigations and outcomes, will be undertaken by the Company Manager.

After initial notification of any material harm incident, it will be the responsibility of the Plant Manager to liaise with any authority listed in **Table 5.1** 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 Plant Manager and Company Manager, or as directed by the EPA.

Names and contact details of stakeholders, including local and downstream residents are included above. 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

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newsletters, Community Consultative Committee meetings, media statements or any other strategy as deemed appropriate.

Priority will be granted to notification of sensitive premises in close proximity such as schools, pre-schools, nursing homes and hospitals. 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.

Incident management and emergency response shall be included in all site familiarisation 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 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 accordance with the **Document Control** below.

6.2 Testing, Review and Maintenance

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:

1. 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, including training requirements;
2. A review of the PIRMP will occur every 12 months commencing from the date of authorisation by the Plant Manager. Contact details in this document must be kept current at all times; and
3. 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.

Records will be kept in accordance with **Document Control** and will be included in **Section 7.0** 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.

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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.

Some sections of the plans must be made publicly available within 14 days after they have been prepared by providing copies of them, without charge, to any person who makes a written request for a copy if the licensee does not have a website.

Highland Quarries Guyra now has a website.

7. CONTROL AND REVISION HISTORY

7.1 Document Information

Property	HQG Pty Ltd	Document Owner	Company Manager Owner
Approved by	Company Manager Owner Production Manager	Effective Date	31/08/12

7.2 Revisions (Refer to Environmental Control Register)

Variations

HQG Pty Ltd reserves the right to vary, replace or terminate this Pollution Incident Response Management Plan from time to time.

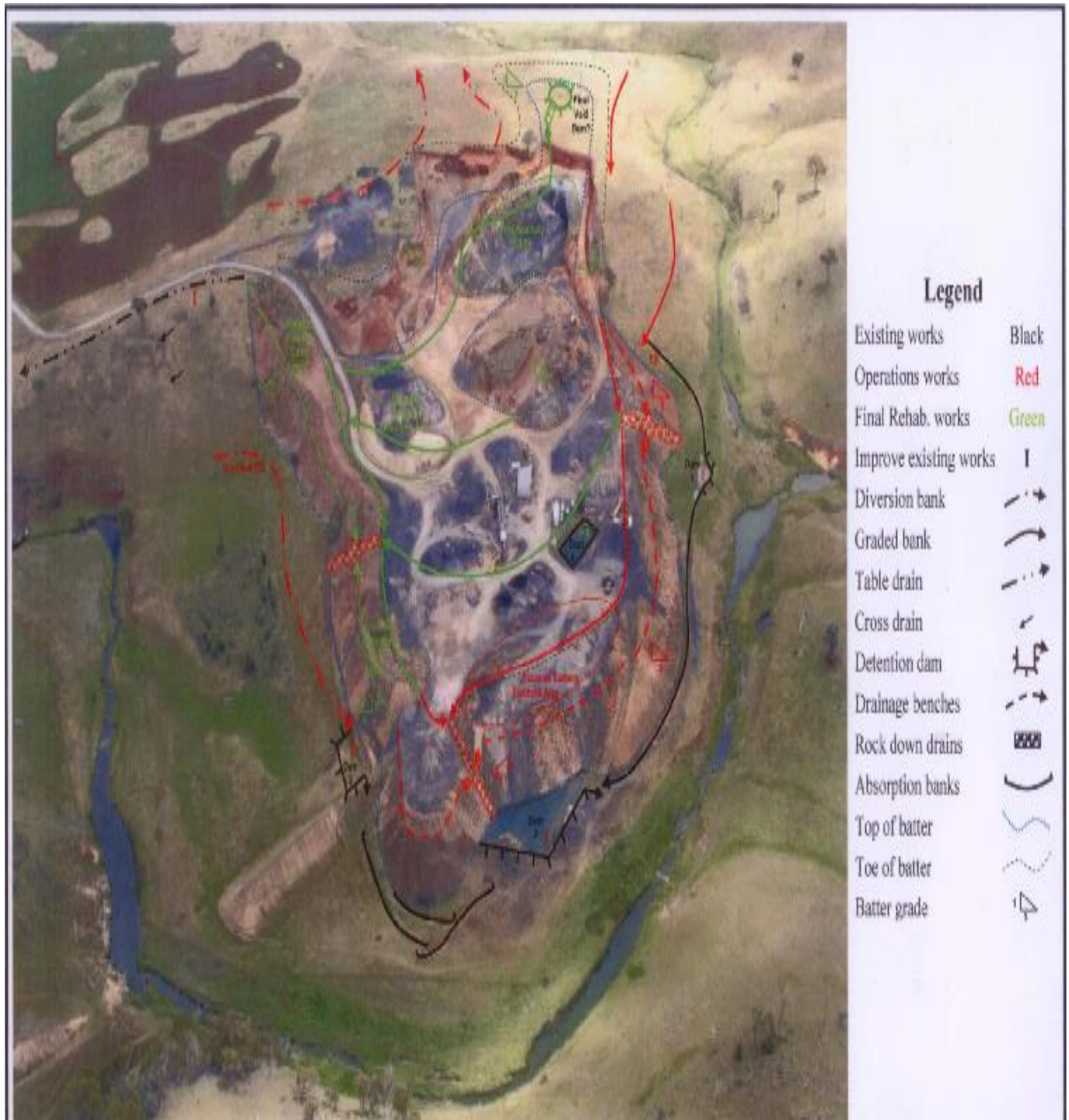
7.3 Associated Documents

- Work Place Health & Safety Policy
- Emergency Evacuation Policy & Procedures
- Emergency Management Plan
- Fire & Explosion Principal Hazard Management Plan
- Power Line Down
- Electric Shock Protocol
- Accident/Incident Form

APPENDICES

8.1 Pollution Storage Locations

1. Waste Oil in 1,000L IBC between electrical shed and workshop
2. Self Bunded Diesel Fuel Tank – 20,000 Ltrs (Workshop Fuel Shed)
3. Workshop Coolant Tank (44G drum in Machinery Shed)
4. Refuelling Tank (Back of ute)
5. Precoat Tank 1 (Primary)
6. Precoat Tank 2 (Secondary)



POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)

8.2 PIRMP Instructions

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN:

A “**pollution incident**” is 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”.

A Pollution incident is required to be notified if there is risk of “**material harm to the environment**” being *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 of property damage of an amount, or amounts in aggregate, exceeding \$10,000 (for reasonable costs and expenses) to prevent, mitigate or make good harm to the environment.*

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 are key parties who are responsible, in the event of a Pollution Incident:

Name	Position	24 hr Contact Details	Activating Plans	Notify Relevant Authorities	Managing the Response
Tim Ellis	Production Manager	0428 289 106	X	X	X
Susan Croft	Company Manager	045 999 2526	X	X	X
Simon Croft	Director	0427 748 416	X	X	X

The following information and procedures may assist those responsible for reporting a pollution incident. **Part 5.7 of the Protection of the Environment Operations Act 1997 (POEO Act) specify new requirements relating to the notification of pollution incidents.**

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:

In the event of an incident, response and notification must be undertaken as per **Table 5.1**, which contains the following important information:

- the appropriate regulatory authority (ARA) – usually the EPA or Local Council (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, refer to **Table 5.1**.

The agencies listed in **Table 5.1** must be contacted in the order outlined below:

Table 5.1 PIRMP Notification Requirements

EXTERNAL BODY	PHONE CONTACT DETAILS
8. Emergency Services (Fire and Rescue NSW, NSW Police, NSW Ambulance Service).	ONLY call 000 first if there is an immediate threat of human health or property. These bodies control and contain incidents.

If the incident does not require an initial combat agency, or once 000 is called, notify in this order:

9. EPA	131 555
10. Ministry of Health via the local Public Health	Tamworth Office 02 67 648 000

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)

Unit	Ask for the Public Health Officer on call.
11. SafeWork NSW (formerly WorkCover)	13 10 50
12. The Local Authority (if not the ARA)	Armidale Regional Council 67 703 600
13. Fire and Rescue NSW	1300 729 579 (unless 000 was called initially)

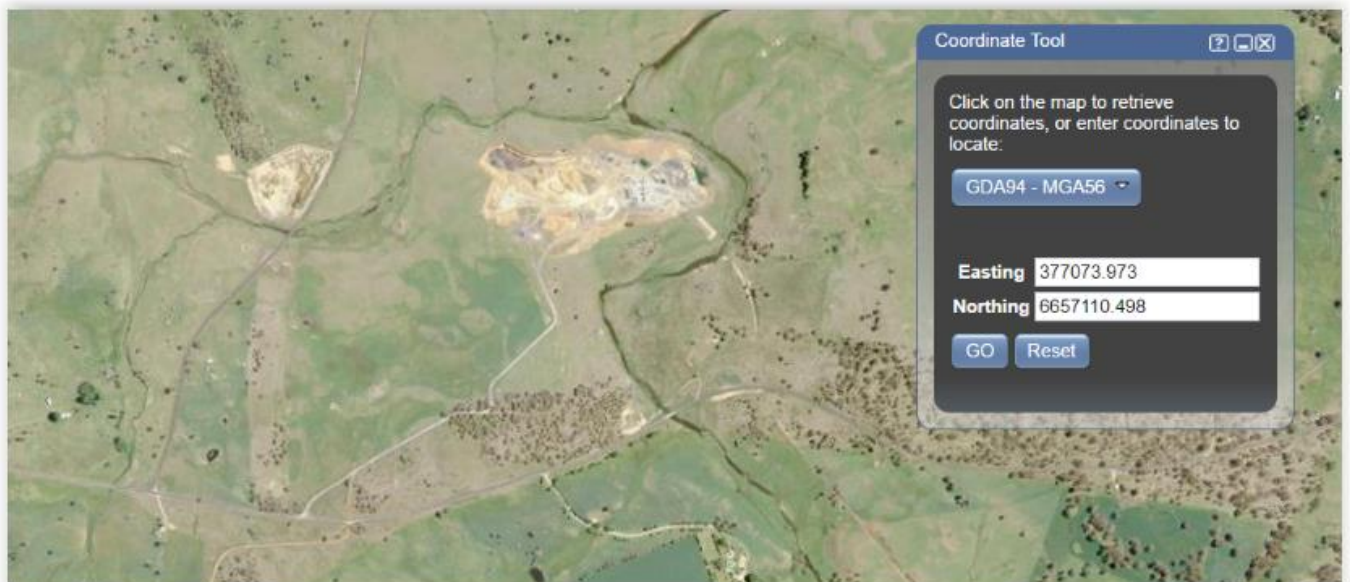
The following is a list of neighbours immediately adjacent to the Highland Quarries Guyra site provided to assist in the effective communication of issues which extend past the site boundary:

Harry and Rita Williams	H: 67 791 182; M:0488 792 665
Peter and Marilyn Whyatt	H; 67 791 081

In the instance of identification of an environmental incident or hazard, the personnel will report the issue immediately to the Plant Manager, who in turn shall report it to the Company Manager and owner.

Provide site details and if possible send a person to the front gate to direct Services:

Address: Ebor Road, GUYRA NSW 2365
 Nearest Cross Road: Wards Mistake Road GUYRA NSW 2365
 Contact Name: Timothy Mark Ellis
 Contact Number: 67 792 526 or 0428 289 106



Other Information (only if requested to be supplied):

Nearest Ambulance Phone: 13 1233 – 21 Abercrombie St
 Local Police Station Phone: 67 384 299 – 174 Bradley St
 Local Fire Brigade Phone: 67 791 448 – 73 Ollera St
 Local Hospital (Guyra): 67 384 000 – 44-45 Sole St

REMEMBER to STAY CALM