

# **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)**

**CASTLE MOUNTAIN ZEOLITES  
EPL 7511**

**Contents**

1	Overview .....	3
2	Evaluation .....	7-8
3	Hazard likelihood and pre-emptive actions to prevent pollution incident risks.....	9
3.1	Overview .....	9
3.2	Summary of pollution types .....	9
3.2.1	Use and storage of chemicals safety issues.....	10
3.3	Risk assessment and control measures (pre-emptive actions).....	11
3.3.1	Identification of risk areas.....	11
3.4	Risk modules .....	12
4	Maps of site .....	13
5	EMERGENCY INCIDENT RESPONSE PROCEDURES.....	14
5.1	Internal communications; key names and contacts .....	15
5.2	External communications; government agencies and other parties.....	15-16
6	Notification to local landholders and communities.....	16
6.1	Community communication and consultation.....	16
6.2	Website information.....	16
6.3	Availability and location of this PIRMP plan .....	21-18
7	Updating of plan .....	21
8	Testing .....	18
9	Implementation of this plan .....	19
APPENDIX 1 – REGULATORY REQUIREMENTS.....		19-21

## 1 OVERVIEW

This Pollution Incident Response Management Plan (PIRMP or Plan) has been written to comply with the legislative requirements under the *Protection of the Environment Operations Act 1997 (known as POEO Act)* and the *Protection of the Environment Operations (General) Regulation 2009*.

The site for which this PIRMP refers to is situated at:

1165 Wallabadah Road, QUIRINDI NSW 2343  
ML 1395  
PSH Quirindi

Nearest crossroad to site:

Callaghan's Lane and Pollocks Lane Quirindi NSW 2343

The aim of the PIRMP document is to identify potential pollution risks, the communication procedures to alert authorities and communities regarding the pollution incident(s), and the testing and training for pollution incident response by Castle Mountain Zeolites.

If there is a pollution incident involving material harm or threatened material harm to human health the environment or both, this PIRMP will be implemented.

The PIRMP contains the following sections as required by the regulation:

**1. Background:**

Describes main features of the regulation

**2. Hazard likelihood and pre-emptive actions to prevent pollution incident risks:**

Describes type of pollution incidents that may be possible, lists procedures that are already in place to minimise and manage pollution

*Note: Ranking of risks is included in appendices*

**3. Maps:**

Map of site to show location of potentially affected neighbours and environmentally sensitive areas

**4. Emergency incident response procedures:**

What to do in case of material harm

**5. Early warnings and communication to neighbours:**

When to contact neighbours in case of pollution incidents and information required for website

**6. Training:**

Information to be passed on to staff and contractors

**7. Updating of plan:**

Frequency of updates

**8. Testing:**

Frequency of drills to test effectiveness of the PIRMP

**9. Implementing of plan:**

Reference to legislative requirements to carry out aspects of the plan during a pollution incident

## **Introduction**

The Castle Mountain Zeolites mine site is licensed to Castle Mountain Enterprises Pty Ltd.

The Environment Protection Licence (EPL) number 7511 is for the scheduled activities of: -

Open cut extraction of natural Zeolite mineral ore, via blasting, drilling and excavation and final processing via a range of crushing equipment. Product is then packaged and warehoused on-site for dispatch via road transport.

The site has an overarching environmental management system supported by the Castle Mountain Zeolites Mine Safety Management Plan.

## **Purpose**

To improve the way pollution incidents are reported, managed, and communicated to the general community over the life of the mine.

The purpose of this plan is to:

- Ensure comprehensive and timely communication about a pollution incident to workers at the mine site, the Environment Protection Authority (EPA), other relevant authorities specified in the Act and people outside the mine site who may be affected by the impacts of the pollution incident.
- Minimise and control the risk of a pollution incident at the mine site by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that the plan is properly understood and implemented by trained staff and make certain that the plan is regularly tested for accuracy, currency, and suitability

## **Scope**

Castle Mountain Zeolite workers and contractors undertaking works on the site.

The PIRMP will be implemented only if material harm to human health or the environment occurs or threatens to occur.

Environmental management at the site is subject to improvements in processes and practices from time to time. To accommodate these ongoing changes and to accommodate increases in site specific environmental assessment and management, the plan will be progressively reviewed.

This Plan is to clearly define the requirements of the workers to report and respond to pollution incidents in accordance with the 2011 and 2012 changes to the POEO Act 1997 and the POEO (General) Regulation 2010.

## Responsibilities

Workers and contractors:

- Reporting of any incidents
- Ensure they understand and comply with WHS policies and procedures and wear appropriate PPE
- Identify and implement the PIRMP if required

Managers and Supervisors:

- PPE is supplied
- Ensuring their workers are aware of PIRMP
- Training on implementing the PIRMP

Environmental Department, WHS and Management is responsible for acting in good faith in:

- Assisting with advice, reporting and response process
- Ensuring the PIRMP is made available to workers responsible for implementing the plan and authorised officers under the POEO Act
- Giving advice on whether environmental incidents need to be reported to external agencies
- Assisting in the notification of pollution incidents to the relevant authorities
- Provision of maps associated with the plan
- Assistance with the implementation of response actions to pollution incidents
- Assistance in communications with neighbours and the local community about the PIRMP and when incidents of a certain nature occur
- Ensuring that training occurs and those with roles in the PIRMP can perform in designated roles
- Testing
- Reviewing the plan

**Documentation**
***The environmental incident register – Hazard and Likelihood Risk Assessment Table 1***

Name / reference of pollutant / chemical	Description of hazard incident leading to hazard	Level of impact	Likelihood	Impact on neighbours	Potential for material harm	Engage PIRMP
Sediment	Overtopping of sediment into downstream environment after heavy rain	L	Unlikely	N	N	Y
Fuel	Spill of fuel contaminating groundwater or surface. Water from trucks and plant	L	Unlikely	N	N	Y
Oils	Spill of oil contaminating groundwater or surface. Water from trucks and plant	L	Unlikely	N	N	N
Dust	Airborne dust blowing into neighbouring properties	L	Unlikely	Y	N	Y
LP GAS	Leakage	L	Unlikely	N	Y	Y

Environmental Incident Register is used to record and monitor all environmental incidents. The register will assist with record keeping, reporting, and determining improvements to incident responses. The register is kept by the PCBU of Castle Mountain Zeolites.

The PCBU is responsible for monitoring and measuring the effectiveness of incident management and of the PIRMP.

***Environment Incident Register – Castle Mountain Zeolites***  
***Table 2***

Date/time	Name of pollutant	Description	Outcome	Actioned by	Date

## 2 EVALUATION

This PIRMP complies with the requirements under the:

- *POEO Act 1997 Part 5.7A Duty to Prepare and implement Pollution Incident Response Management Plans*
- *POEO (General) Regulation 2009 Part 3A*

The requirements under the legislation are supported by the *Environmental Guidelines: Preparation of pollution incident response management plans*, which provides additional advice from the EPA on plan preparation.

Plan preparation is a requirement for holders of Environment Protection Licenses (EPLs). Castle Mountain Zeolites operates under EPL no. 7511 and is therefore required to prepare a PIRMP and implement the PIRMP when an incident occurs that requires the Plan to be implemented.

Key areas which this Plan covers are described in table 1: PIRMP Requirements

**TABLE 1**

<b>PIRMP Legislation covered under this Plan</b>		<b>Reference</b>
<b>POEO Act Part 5.7</b>		
153A	Duty of licence holder to prepare pollution incident response management plan	Whole document plus references
153C	Information to be included in plan including procedures on actions to take after an incident and coordinating with authorities	5 + references
153D	Keeping of plan:	6.3-7
153E	Testing of plan:	8
153F	Implementation of plan:	9
<b>POEO (General) Regulation 2009</b>		
98C(g)	Staff contacts:	5.1.1
98C(h)	Authority contact:	5.1.1 + 6.2 + references
98C(i)	Early warnings to neighbours:	6
98C(j)	Staff safety:	3.4
98C(k)	Maps location of pollutants:	4
98C(l)	Early warnings general:	6.1
98C(m)	Training of staff:	6.3
98C(n)	Timing of testing:	8
98C(o)	Updating of plan:	7
98C(p)	Plan testing:	8
98D(1)	Availability of plan:	6.3
98D(2)	Publishing plan parts:	6.2 + 6.3



98D(3)	Procedures under Act:	5 + references
98D(4)	Privacy protection:	6.3
98E(1)	Testing of the plan:	8
98E(2)	Minimum testing requirements:	8

### **3 HAZARD, LIKELIHOOD AND PRE-EMPTIVE ACTIONS TO PREVENT POLLUTION INCIDENT RISKS**

#### **3.1 Overview**

This chapter deals with the POEO (General) Regulation 2009's sections 98(a) to 98(f) and partially covers s98(j). These sections deal with the hazard, likelihood and pre-emptive actions which are similar processes to undertaking a risk assessment and providing appropriate control measures to prevent or minimise these risks.

The mine site undertakes open cut extraction of natural zeolite a mineral ore via blasting, drilling and excavation through to final processing and bagging of the product.

This PIRMP considers both air and water-based pollution incident impacts. Environmental management systems are in place to effectively minimise the likelihood and impact of a pollution incident. However, such incidents despite the best design and management methods can occur and are also covered in the PIRMP using incident response methods.

The risk assessment and control measures process include impact on neighbours which crosses over with safety risk assessment processes and is covered under the Mine Safety Management Plan.

The pollutant types include hazardous chemicals as defined under the Workplace Health and Safety legislation and non-hazardous chemicals such as aqueous based liquids.

### 3.2 Summary of Pollution Types

Extraction of natural Zeolite mineral ore by its nature has a limited list of typical pollution types which are required to be considered under the PIRMP. This list covers the main types found for the mine site.

**Table 2: List of typical main pollutants in extraction of natural zeolite mineral ore**

Description	Comments
<b>Air Based Emissions</b>	
Dust	Drilling, blasting, excavation, processing of zeolite Dust is covered under this Plan
Fire	Fire is not considered an environmental incident, but the smoke from the fire can be and can affect neighbours Fire Management is covered under the Mining Safety Plan Form 9A in conjunction with NSW Rural Fire Service
Noise	Emitted by plant and equipment Covered under the hearing protection policy in Mine Management Plan - the wearing of ear plugs or earmuffs is compulsory in all areas with appropriate signage or where particular working conditions require it Noise is not considered a pollution incident and not covered further under this Plan
Odour	Zeolite is used as an odour absorbent in many industries, so odour is not considered in this plan
Class 3 Flammable Liquids	For plant and equipment operations SDS sheets <ul style="list-style-type: none"> <li>• Diesel storage drums are bundled under the guidelines for the storage of flammable liquids</li> <li>• Visible notification of hazardous liquids</li> </ul>
Combustible Liquids (C1 & C2), Lubricants and Hydraulic Oils etc.	For plant and equipment operations Covered under <ul style="list-style-type: none"> <li>• SDS sheets</li> <li>• Containerized</li> </ul>
Other dangerous goods classes e.g. <ul style="list-style-type: none"> <li>• Compressed gases</li> </ul>	<ul style="list-style-type: none"> <li>• Gas cylinder is installed as per guidelines for LP gas storage</li> </ul>

#### 3.2.1 Use and Storage of Chemicals Safety Issues

Storage and handling of substances which may cause pollution are divided into two areas:

- Hazardous Chemicals (covered by Workplace Health and Safety)
- Non-hazardous and aqueous based substances

Hazardous chemicals are documented and itemized in accordance to the Workplace Health and Safety Regulation 2011.

The specific hazardous and non-hazardous chemicals documents are identified in Table 3:

**Table 3: Reference Documents to Inventory of Pollutants**

Document Name	Relation to this Plan
Mine Safety Management Plan	Provides: <ul style="list-style-type: none"> <li>• Key contacts regarding WH&amp;S issues and incidents</li> <li>• Hazardous chemicals register</li> <li>• Storage and handling requirements</li> <li>• Plant maintenance records</li> <li>• Emergency procedures</li> <li>• Training and record keeping</li> <li>• Handling of hazardous materials and dangerous goods</li> </ul>
SDS list	All chemicals are accompanied by the relevant SDS as required by WH&S The SDS list is kept at the mine site in hardcopy and also in soft copy on our work Drive on PC

### 3.3 Risk assessment and Control Measures (pre-emptive actions)

#### 3.3.1 Identification of Risk Areas

Assessment analysis and control measures to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity are required under the overarching documents:

- EMS PIRMP
- WHS – Mine Safety Management Plan

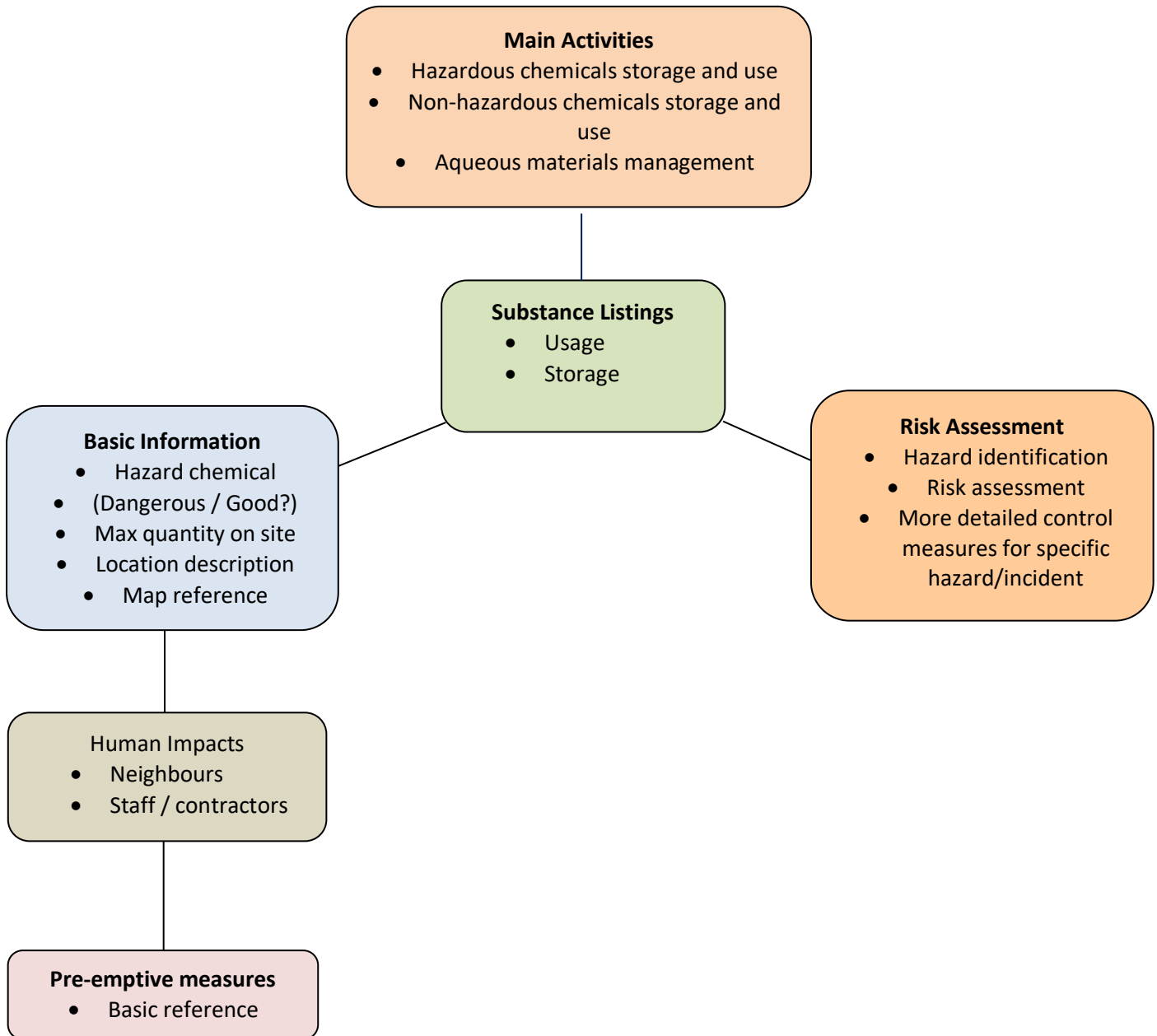
**Table 4 List of Documents Covering Environmental Risk Assessment and Control Measures**

Document Name	Relation to this Plan
Mine Safety Management Plan	Provides: <ul style="list-style-type: none"> <li>• Key contacts regarding WH&amp;S issues and incidents</li> <li>• Hazardous chemicals register</li> <li>• Storage and handling requirements</li> <li>• Plant maintenance records</li> <li>• Emergency procedures</li> <li>• Training and record keeping</li> <li>• Handling of hazardous materials and dangerous goods</li> </ul>
The PIRMP	Provides: <ul style="list-style-type: none"> <li>• Internal auditing of sites and requires the mine site to undertake or implement where reasonably practicable:</li> <li>• Aspects and impacts assessments</li> <li>• Maintenance activities</li> <li>• Facility management</li> <li>• Emergency response and incident response</li> <li>• Staff training and competencies</li> </ul>

### 3.4 Risk Modules

To improve the effectiveness of the Plan the following requirements under the POEO (General) Regulation are covered in this section.

This is undertaken by a process described in the following flowchart:



#### 4 MAPS

This section covers the *POEO (General) Regulation s98E(k)* requirements which are:

A detailed map or set of maps showing the;

- Location of the mine site to which the licence relates
- The surrounding areas that are likely to be affected by a pollution incident
- The location of potential pollutants at the mine site
- The location of any stormwater drains at the mine site

Map 4.1 shows the geographic location of the mine site

**CMZ Production Plant Facilities Plan**

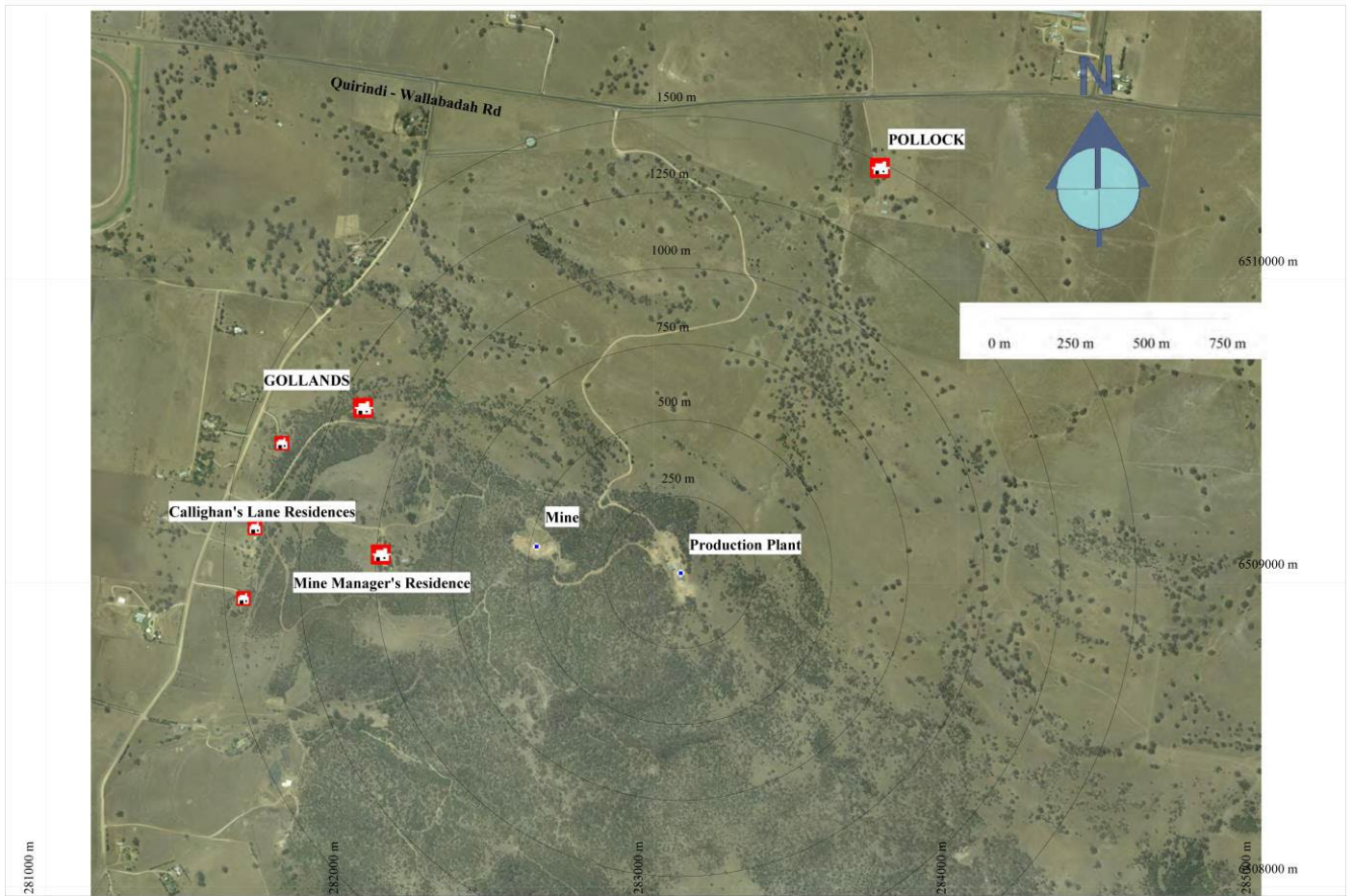


**Aerial Photography NOV 2013**

Map 4.2 shows the location of potentially affected neighbours



**Castle Mountain Zeolites - Location Plan**



**Aerial Photography NOV 2013**



## 5 EMERGENCY INCIDENT RESPONSE PROCEDURES

### 5.1.1 Internal communications

#### Key names and contacts

Should an incident occur at the mine site, staff/contractors are required to notify the operations supervisor immediately who will notify the mine operator.

The mine operator is responsible for activating the PIRMP and managing the response.

**Table: List of Key Jobs and 24 hour Contact Details**

Job title	Name	Contact number
Environmental manager	Gordon Heath	(02) 6746 3555 / 0428 767 007
Project manager / mine manager	Glen Auld	0427 203 083
Operations supervisor	Kurt Heath	0418 482 916
Administration	Kate Walker	(02) 6746 3555 / 0466 210 806

**The POEO Act definition of 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.”*

**POEO Act definition of "clean-up action", in relation to a pollution incident, includes:**

- (a) Action to prevent, minimise, remove, disperse, destroy or mitigate any pollution resulting or likely to result from the incident, and
- (b) Ascertaining the nature and extent of the pollution incident and of the actual or likely resulting pollution, and
- (c) Preparing and carrying out a remedial plan of action

It also includes (without limitation) action to remove or store waste that has been disposed of on land unlawfully

- Spill kits should be available on site and restocked/replaced if used
- Spill kits should be available at:
  - the production plant

## Safety Gear

Use appropriate PPE before getting in close proximity to a chemical spill. PPE types to be used are identified on the SDS.

For aqueous based spills, such as dam waters and materials from sediment basins or floods, general safety gear for the site will be suitable.

## Location of information

The Pollution Incident Response Management Plan (PIRMP) will be located with other emergency documentation in the administration office and a copy at the mine site.

Following containment of the incident, immediate action must be taken to determine if the incident can be classified as a material harm incident; considered to be causing or threatening material harm. As defined by section 147 of the POEO Act.

## 5.2 External communications – government agencies and other parties

Under 5.7 of the POEO Act all five relevant authorities must be notified **immediately** (mine manager).

<b>Fire and Rescue</b>	000
<b>EPA</b>	131 555
<b>Ministry of Health (Tamworth)</b>	(02) 6764 8000 (ask for Public Health Officer on call)
<b>Work Cover</b>	131 050
<b>Liverpool Plains Shire Council</b>	(02) 6746 1755 extension 9 (24hrs)

After initial notification of any material harm incident, it will be the responsibility of the mine manager to liaise with any authority listed that may request additional information or is providing directions for management of the material harm incident. This may include incident investigation reports and ongoing environmental monitoring results.

Major incident reporting response		The mine site actions	Contractor management actions
1.	<p>For major <b>POLLUTION INCIDENTS</b> <b>immediately</b> appoint an interim site controller</p> <p>Gordon Heath will advise on choice of site controller. All site controllers are to consider advice provided and use this in decision making</p>	Site Management to appoint interim/temporary site controller	Contractor to appoint interim site controller who is at the scene, to be handed over to a Castle Mountain Zeolites site controller Contractor to provide advice
2	Arrival of more senior Castle Mountain Zeolites Environment or Safety Branch appointed Site Controller	Interim Site controller to hand over to Gordon Heath Site Controller and provide advice	Contractor to follow instructions from Castle Mountain Zeolites site controller and provide advice
3.	<p>Arrival of a combat agency; Fire and Rescue, EPA or Work Cover. Combat agencies to make clear who their site controller is. (A reported pollution incident will generally result in a combat agency arriving)</p>	Site controller to hand over to Combat agency site controller, assist and provide advice and follow instructions	Site controller to hand over to Combat agency site controller, assist and provide advice and follow instructions
4.	Advice to combat agency	Advice can include maps and equipment which is at hand which may assist in combating the incident	Advice can include maps and equipment which is at hand which may assist in combating the incident

### Evacuation

For large dangerous incidents such as large bush fires or major flooding, the site controller may consider evacuation of staff to appropriate distances away from the incident. If an Emergency Plan has been developed, this plan will provide appropriate distances and or locations of evacuation areas.

## 6 NOTIFICATION TO LOCAL LANDHOLDERS AND COMMUNITY

### 6.1 Community Communication and Consultation

Castle Mountain Zeolites has and would continue to undertake community and stakeholder consultation where necessary.

Castle Mountain Zeolites will continue to update the community where required.

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

- Early warnings: same day telephone notification to landholders whom may be affected by the incident over the subsequent 24-hour period
- 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 newsletters, or media statements

Priority will be given to notification of sensitive premises in close proximity such as schools, preschools, nursing homes and hospitals. Information to the community will be relevant to the incident and may include the following details:

- Type of incident that has occurred
- Potential impacts on local landholders and the community
- Site contact details

### 6.2 Website information

This Pollution Incident Response Management Plan (PIRMP or Plan) Website Information has been written to comply with the legislative requirements under the *Protection of the Environment Operations Act 1997* (POEO Act) and the *Protection of the Environment Operations (General) Regulation 2009 s98D*:

(2) A plan is also to be made publicly available in the following manner within 14 days after it is prepared:

*(a) In a prominent position on a publicly accessible website of the person who is required to prepare the plan,*

*(b) If the person does not have such a website by providing a copy of the plan, without charge, to any person who makes a written request for a copy*

(3) Subclause (2) applies only in relation to that part of a plan that includes the information required under:

*(a) Section 153C (a) of the Act, and*

*(b) Clause 98C (1) (h) and (i) or (2) (b) and (c) (as the case requires)*

Below is a recommended layout of what should be published on the Castle Mountain Zeolites website with a link to it in a prominent position.

### 6.3 Availability and Location of This Plan

The POEO (General) Regulation 2009 s98D(1) states:

*(1) A plan is to be made readily available:*

*(a) To an authorised officer on request, and*

*(b) At the premises to which the relevant licence relates, or where the relevant activity takes place, to any person who is responsible for implementing the plan*

The availability of this Plan will be made available by locating printed copies in the same locations as the Environment Protection Licence (EPL) is located, namely at the Administration office and on site.

Unlike the EPL this Plan is to only be available to those who are to implement the Plan. This is made clear by The POEO (General) Regulation 2009 s98D(3) which States:

*4) Any personal information within the meaning of the Privacy and Personal Information Protection Act 1998 is not required to be included in a plan that is made available to any person other than a person referred to in subclause (1)*

If components of the Plan are considered to contain sensitive private information then only those cleared should be permitted access to the full Plan. Alternative Plans with such sensitive information removed (e.g. contact phone numbers and names) can be more widely distributed. Full plans will be made available to the relevant government agencies, on request or during an incident response activity.

### TRAINING

All personnel affected by the content of this document will receive instruction or explanation on the relevant parts of the document as per the Training and Competence Standard. Incident management and emergency response shall be included in all site 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 and or other site personnel
- All training records, including the name of the person undertaking training and date of training, shall be maintained in compliance with OHSMS Standard 13 – document control

To also satisfy the requirements under this PIRMP the training is to also include:

- Awareness of the PIRMP
- Where this Plan can be accessed
- Pollution incident classification and reporting under this plan
- Spill response actions under this plan
- Other incident response actions under this plan
- Early warnings internally and to neighbours where appropriate
- Specific procedures in dealing with potential pollution incidents

## 7 UPDATING OF PLAN

**Effective date:** 25 November 2015

**Review date:** 5<sup>th</sup> May 2020

The Plan will be updated according to the following:

- 12 months from the last update;
- Within one month of a Category 1 Incident
- As identified after testing of the Plan

## 8 TESTING

The POEO (General) Regulation 2009 98E states for testing of the Plan:

The testing of the PIRMP will be undertaken to check that the information is accurate and current and that the plan is capable of being implemented in a workable and in an 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 authorization. Contact details in this document must be kept current at all times
- 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 OHSMS standard 13; document control and will be included in this plan. Information to be retained regarding PIRMP testing includes:

- 1) The manner in which the test was undertaken
- 2) Dates when the plan has been tested
- 3) Persons who carried out the testing
- 4) Date and description of any update of or amendment to the plan

Availability of the PIRMP

The PIRMP will be kept in written form in the Castle Mountain Zeolites Administration office and at the mine site. It shall be made available to all personnel responsible for implementing the plan.

## 9 IMPLEMENTATION OF THE PLAN

The POEO Act 1997 s 153F requires the Plan be implemented if a pollution incident occurs. \$2 million maximum fines apply for failing to implement the Plan.

Hence if a pollution incident occurs:

- It must be responded to according to this Plan and its reference documents
- An incident response report/audit must be completed

## APPENDIX 3 – REGULATORY REQUIREMENTS

### PIRMP Legislation

#### POEO Act Part 5.7

##### **Duty of licence holder to prepare pollution incident response management plan**

**153A** The holder of an environment protection licence must prepare a pollution incident response management plan that complies with this Part in relation to the activity to which the licence relates.

##### **Information to be included in plan**

A pollution incident response management plan must be in the form required by the regulations and must include the following:

(a) the procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to:

- 153C**
- (i) the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates, and
  - (ii) the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B 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,

(b) a detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection licence, or the occupier of the relevant premises, to reduce or control any pollution,

(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,

(d) any other matter required by the regulations.

##### **Keeping of plan**

**153D** A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is kept at the premises to which the relevant environment protection licence relates, or where the relevant activity takes place, and is made available in accordance with the regulations.

##### **Testing of plan**

**153E** A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is tested in accordance with the regulations.

##### **Implementation of plan**

**153F** If a pollution incident occurs in the course of an activity so that material harm to the environment (within

the meaning of section 147) is caused or threatened, the person carrying on the activity must immediately implement any pollution incident response management plan in relation to the activity required by this Part.

## **POEO (General) Regulation 2009**

### **Hazards:**

98C(a) A description of the hazards to human health or the environment associated with the activity to which the licence relates

### **Likelihood:**

98C(b) the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,

### **Pre-Emptive Action:**

98C(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,

### **Pollutant Inventory Types:**

98C(d) an inventory of potential pollutants on the premises or used in carrying out the relevant activity,

### **Pollutant Inventory Quantities:**

98C(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,

### **Safety Equipment:**

98C(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,

### **Staff Contacts:**

the names, positions and 24-hour contact details of those key individuals who:

98C(g) are responsible for activating the plan, and  
are authorised to notify relevant authorities under section 148 of the Act, and  
are responsible for managing the response to a pollution incident,

### **Authority Contact:**

98C(h) the contact details of each relevant authority referred to in section 148 of the Act,

### **Early Warnings Neighbours:**

98C(i) 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,

### **Staff Safety:**

98C(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,

### **Maps:**

98C(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,

### **Early Warnings General:**

98C(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,

### **Training of Staff:**

98C(m) the nature and objectives of any staff training program in relation to the plan,

### **Timing of Testing:**

98C(n) The dates on which the plan has been tested and the name of the person who carried out the test,

### **Updating of Plan:**

98C(o) the dates on which the plan is updated,

### **Plan Testing**

98C(p) the manner in which the plan is to be tested and maintained.

### **Availability of plan:**

98D(1) (1) A plan is to be made readily available:



- (a) to an authorised officer on request, and
- (b) at the premises to which the relevant licence relates, or where the relevant activity takes place, to any person who is responsible for implementing the plan.

**Publishing Plan Parts:**

- 98D(2) (2) A plan is also to be made publicly available in the following manner within 14 days after it is prepared:
- (a) in a prominent position on a publicly accessible website of the person who is required to prepare the plan,
  - (b) if the person does not have such a website--by providing a copy of the plan, without charge, to any person who makes a written request for a copy.

**Procedures under Act:**

- 98D(3) 3) Subclause (2) applies only in relation to that part of a plan that includes the information required under:
- (a) section 153C(a) of the Act, and
  - (b) clause 98C (1) (h) and (i) or (2) (b) and (c) (as the case requires).

**Privacy Protection:**

- 98D(4) (4) Any personal information within the meaning of the *Privacy and Personal Information Protection Act 1998* is not required to be included in a plan that is made available to any person other than a person referred to in subclause (1).

- 98E(1) **Testing of the Plan** - 1) The testing of a plan is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date and the plan is capable of being implemented in a workable and effective manner.

**Minimum Testing:**

- 98E(2) 2) Any such test is to be carried out:
- (a) routinely at least once every 12 months, and
  - (b) within 1 month of any pollution incident occurring in the course of an activity to which the licence relates so as to assess, in the light of that incident, whether 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