



GALES-KINGSCLIFF

PTY LTD  
ABN: 75 093 540 080

# Pollution Incident Response Management Plan

for

Environment Protection  
Licence 12385

Cudgen Lakes  
Sand Quarry

April 2022



# GALES-KINGSCLIFF

PTY LTD  
ABN: 75 093 540 080

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## Environment Protection Licence 12385

## Cudgen Lakes Sand Quarry

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**Prepared for:**

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## **CONTACT INFORMATION AND DECLARATION**

Licence: EPL 12385  
Licensee Details: Gales-Kingscliff Pty Limited  
20 Ginahgulla Road  
BELLEVUE HILL NSW 2023

Land Address: Crescent Street,  
CUDGEN NSW 2487  
Land Titles comprise the following Lots and DPs:  
Lot 2 DP 216705, Lots 1 & 2 DP 828298

Operations Manager Declaration: I, Brad Holloway, as Operations Manager, on behalf of Gales-Kingscliff Pty Limited holder of Licensee of EPL 12385, declare that the information contained in this Pollution Incident Response Management Plan is neither false nor misleading.

Signature: \_\_\_\_\_

Date: 11/04/22

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## PRINCIPAL TERMINOLOGY

Authority	For this plan authority means a regulatory or other government or public authority.
Alert Phase	Means that stage of a pollution incident that is undertaken once it is established that the incident could escalate to a notifiable incident.
Call Out Phase	Means the stage of a pollution incident that is undertaken once the incident is deemed notifiable under the <i>Protection of the Environment Operations Act 1997</i> .
Clean Up Phase	Means the stage of a pollution incident that is undertaken once the area has been declared safe. This involves clean-up and environmental stabilisation.
Hazard	Any source, situation or condition of potential damage, harm or adverse health effects on someone, something or the environment under certain conditions.
Hazardous Material	Means anything that, when produced, sourced, moved, used or otherwise dealt with, and without adequate safeguards to prevent it from escaping, may result in / cause injury or death, damage to property or environmental harm.
Material Harm to the Environment	In accordance with the definition provided by Clause 147 of the <i>Protection of the Environment Operations Act 1997</i> , harm to the environment is material if: it involves 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 or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations).
Notifiable Incident	A pollution incident which occurs in the course of an activity so that material harm to the environment is caused or threatened.
Pollution Incident	An incident resulting in the spillage, leakage or emission of a material which occurs in the course of an activity so that material harm to the environment is threatened.
Response	The process of addressing the effects of an incident and providing immediate relief for affected persons or the environment.
Stand By Phase	Means the stage of a pollution incident that is undertaken once it is established that the incident will more than likely escalate to a notifiable incident.
Stand Down Phase	Means the stage of a pollution incident that is undertaken once it is established that the incident has been controlled and no support services are required.

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## 1. INTRODUCTION

This Pollution Incident Response Management Plan (the Plan) has been prepared by Kingscliff Sands Pty Limited and R.W. Corkery & Co Pty Limited for Gales-Kingscliff Pty Limited (the Licensee) in accordance with Section 153A of the *Protection of the Environment Operations Act 1997* (POEO Act) for the approved Cudgen Lakes Sand Quarry (the Quarry). The Quarry operates in accordance with the approvals listed in **Table 1**.

**Table 1**  
**Cudgen Lakes Sand Quarry – Consents, Leases and Licences**

Consent/Lease/Licence	Issue Date	Expiry Date	Details / Comments
Project Approval 05_0103*	16/06/2009 MOD1 - 19/02/2016 MOD2 – 22/01/2019	31/12/2047	Issued by the (then) Department of Planning.
Environment Protection Licence 12385*	18/11/2005 (licence version dated 11 June 2021)	Not Applicable	Issued by NSW Environment Protection Authority (EPA). Renewed annually.
Water Access Licence 40902	09/11/2016	Not Applicable	Issued by Water NSW. Includes 700ML water allocation. Nominated works 30CA321269.
Water Supply Works and Use Approval 30CA321269	01/07/2016	28/02/2031	Issued by Water NSW at commencement of <i>Water Sharing Plan for the North Coast Coastal Sands Groundwater Sources 2016</i> .

Operations at the Quarry were physically commenced on 13 September 2016, site establishment activities commenced on 26 June 2017 and the first extraction campaign commenced 30 October 2017 and ceased on 8 February 2018. Land based extraction operations recommenced 16 April 2020 with processing (washing) operations commencing for the first time on 17 April 2020. Dredging operations also recommenced July 2020.

**Figure 1** shows the Quarry location and drainage network. **Figure 2** presents approved component boundaries, surrounding land ownership, residences and registered groundwater bores. **Figure 3** presents the current Quarry layout.

## 2. LEGAL REQUIREMENTS

The Plan has been prepared to satisfy the requirement of Part 5.7A of the POEO Act and the *Protection of the Environment Operations (General) Regulation 2021* (POEO(G) Reg). In summary, Part 5.7A of the POEO Act requires the following.

1. The Plan must include the information required by Section 153C of the POEO Act, namely:
  - (a) the procedures to be followed in notifying a pollution incident to:
    - (i) neighbouring landowners or occupiers, and
    - (ii) the local authority(ies) for the area affected, or potentially affected, by the pollution, and
    - (iii) any other persons or authorities as required by Section 148(8) of the POEO Act:

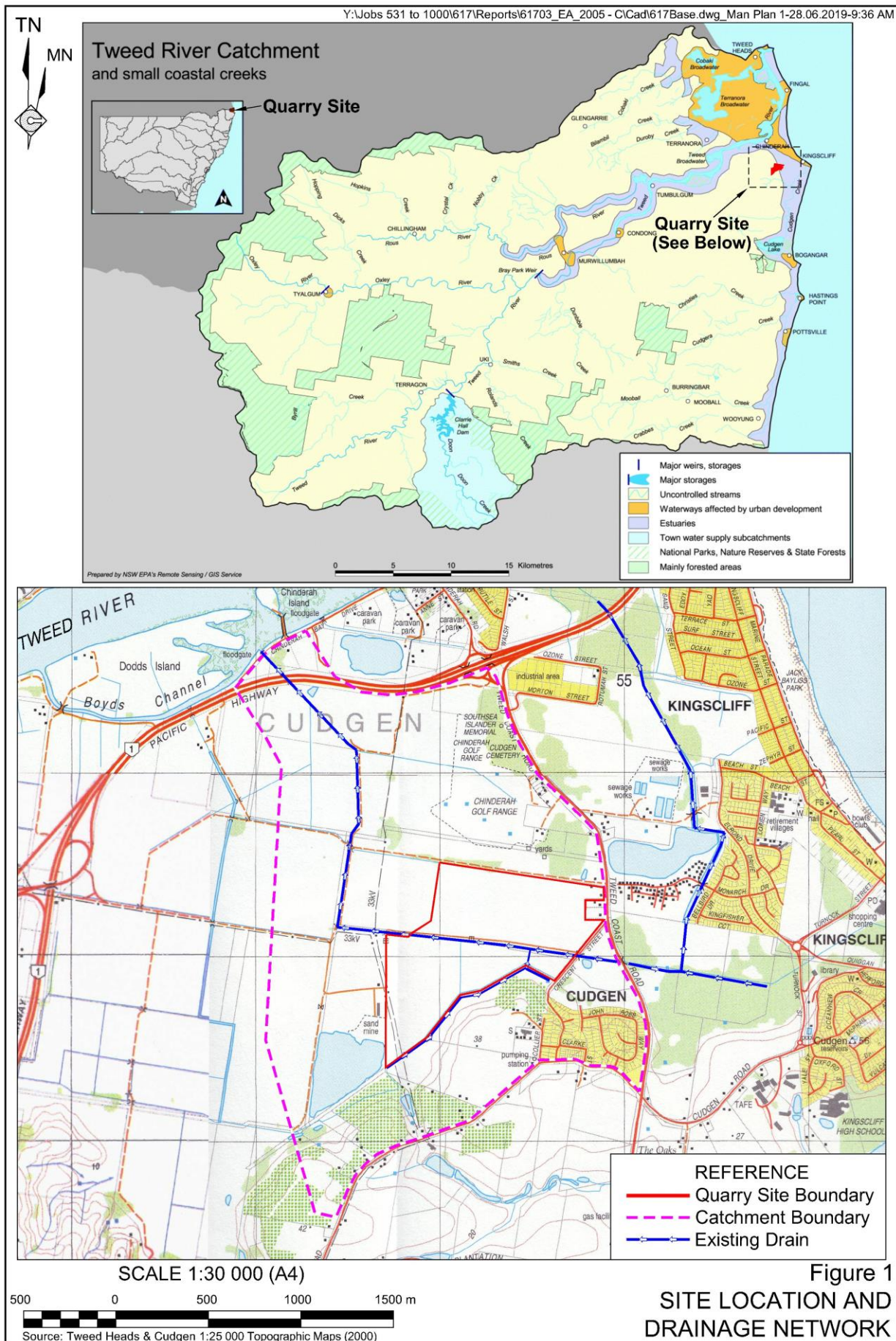
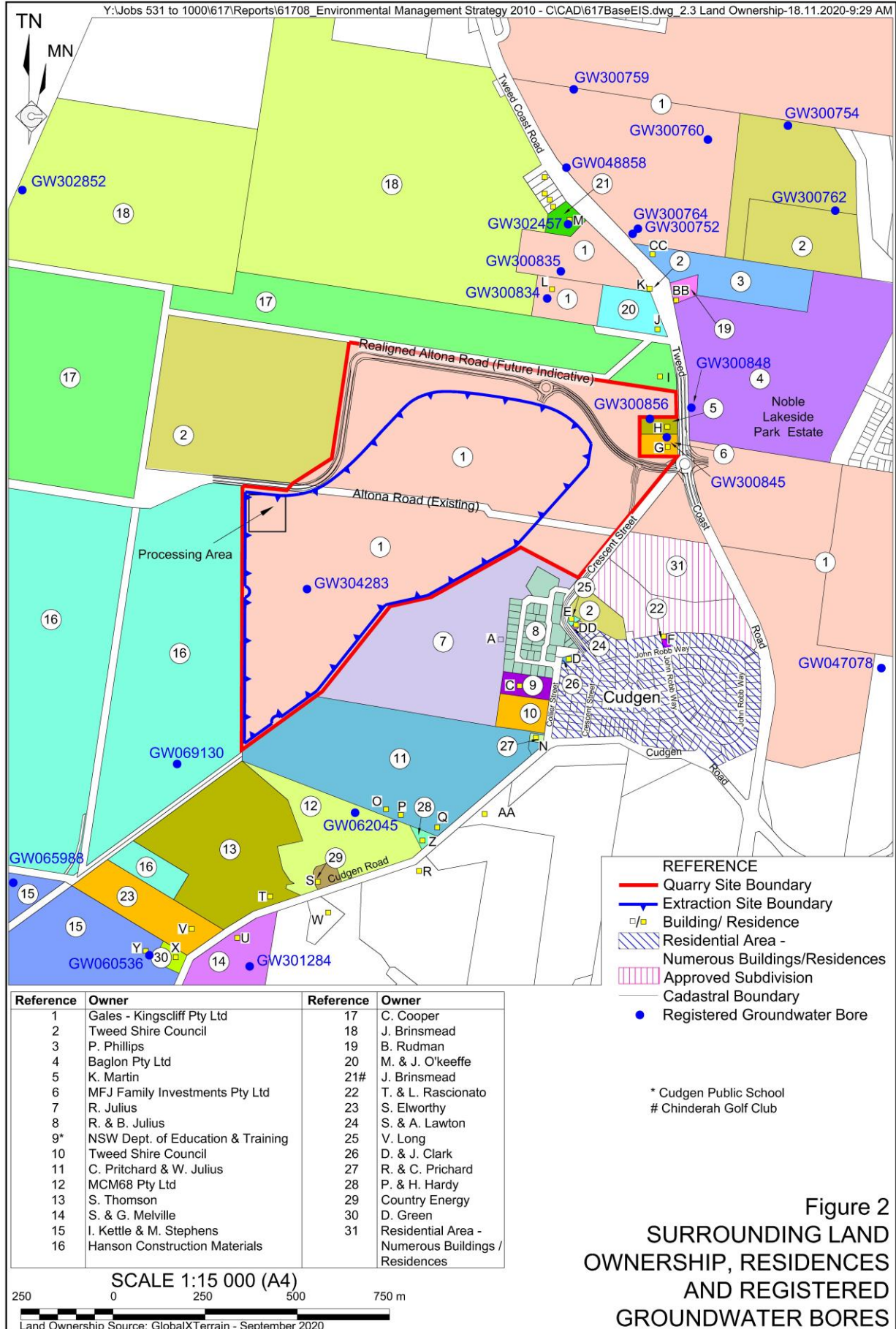
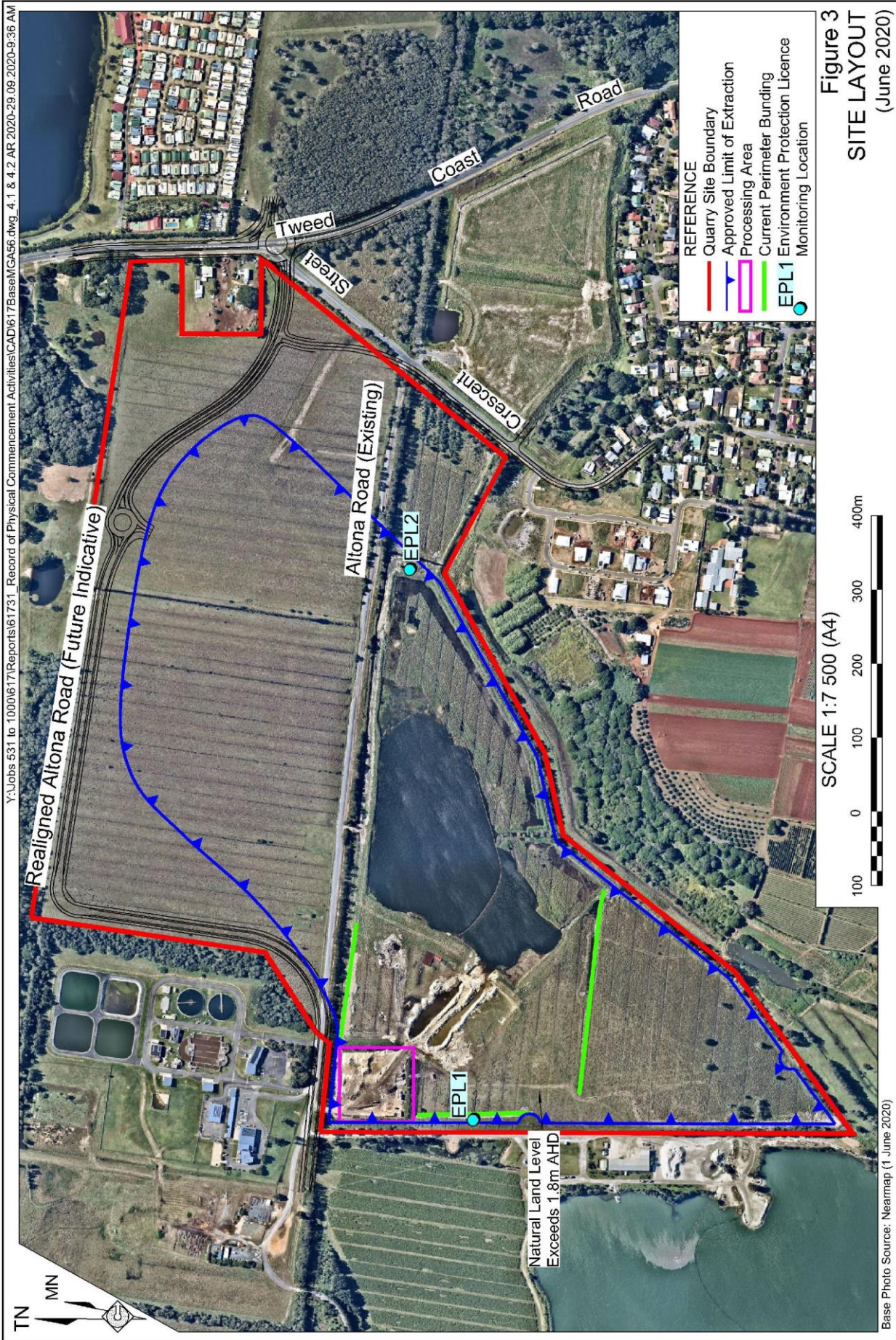


Figure 1  
SITE LOCATION AND  
DRAINAGE NETWORK











- (b) a detailed description of the action to be taken, immediately after a pollution incident, 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; and
  - (d) the specific requirements of Clause 140 of the POEO(G) Reg.
2. The Plan must be kept at the Quarry.
  3. The Licensee must test the Plan in accordance with Clause 133 of the POEO(G) Reg.
  4. The Plan must be immediately implemented should a pollution incident occur such that material harm to the environment is caused or threatened.

In order that the specific requirements of Clause 131 of the POEO(G) Reg are included in the Plan, it has been prepared generally in accordance with the environmental guidelines *Preparation of Pollution Incident Response Management Plans* issued by the EPA in March 2020.

### **3. PLAN MANAGEMENT AND KEY CONTACT DETAILS**

**Table 2** identifies the names, position titles and 24-hour contact details of those key individuals who are responsible for activating the Plan and managing the response, authorising the notification of relevant authorities, and managing the response to a pollution incident. Further details regarding each contact's roles and responsibilities are provided in Section 6.1.

**Table 2**  
**Key Contact Details and Responsibilities**

<b>Name</b>	<b>Position</b>	<b>24 Hour Contact</b>
Stephen Segal	Managing Director	0414 322 455
Jeff Holloway	Site Manager	0402 427 938
Brad Holloway	Operations Manager	0449 965 772

### **4. OBJECTIVES AND OUTCOMES**

**Table 3** presents the objectives and key performance outcomes nominated by the Licensee for the Plan.

**Table 3**  
**Objectives and Key Performance Outcomes**

Objectives	Key Performance Outcomes
(a) Minimise and control the risk of a pollution incident at the Quarry by identifying hazards, calculating risks and the developing pre-emptive measures and action plans to minimise and manage those risks.	(i) All identified preventative, management and mitigation measures implemented.
(b) Ensure that the Plan is properly implemented by trained staff, identifying persons responsible for implementing it.	(ii) All persons responsible for implementation of the Plan have been identified and arrangements for the review, testing, evaluation and maintenance of the Plan developed.
(c) Ensure that the Plan is regularly tested for accuracy, currency and suitability.	(iii) Arrangements for the review, testing, evaluation and maintenance of the Plan implemented.
(d) Ensure comprehensive and timely communication about a pollution incident to staff at the Quarry, the Environment Protection Authority (EPA), other relevant authorities and people outside the Quarry who may be affected by the impacts of the pollution incident.	(iv) All warning systems for people at the Quarry, the relevant agencies and the public implemented in the event of a pollution incident identified in the Plan as requiring notification.

## 5. POTENTIAL HAZARDS

### 5.1 DESCRIPTION OF HAZARDS

A **hazard** is any source, situation or condition of potential damage, harm or adverse health effects on someone, something or the environment under certain conditions. A **Pollution Hazard** relates to the source, situation or condition in which spillage, leakage or emission of a hazardous material or other contaminant causes harm or adverse effects (to individuals as health effects, to organisations as property or equipment losses, or to the environment).

In order to develop and implement controls and pre-emptive actions for pollution hazards, the likelihood of occurrence and any circumstances in which the likelihood may be increased should be identified. **Table 4** provides the definitions used to classify the likelihood of a pollution hazard resulting in a pollution incident.

**Table 4**  
**Qualitative Likelihood Rating**

Level	Descriptor	Description
A	Almost Certain	Is expected to occur in most circumstances.
B	Likely	Will probably occur in most circumstances.
C	Possible	Could occur.
D	Unlikely	Could occur but not expected.
E	Rare	Occurs only in exceptional circumstances.

Source: HB 203:2006 (Standards Australia, 2006) - Table 4(A)

**Table 5** identifies the principal pollution hazards present at the Quarry, the relevant sources, situations or conditions that would result in pollution and any circumstances likely to increase the likelihood of occurrence.



**Table 5**  
**Identified Pollution Hazards of the Quarry**

Hazard	Source, Situation or Condition Resulting in Pollution	Likelihood	Additional Risk Factors
Hydrocarbon Storage	Container and / or bund leak resulting in spillage of hydrocarbons.	E	<ul style="list-style-type: none"> <li>Operator (human) error.</li> </ul>
Fixed and mobile equipment / plant	Leakage / spillage of diesel from equipment / plant. Leakage of hydraulic fluid from equipment / plant. Spillage of diesel during refuelling.	C	<ul style="list-style-type: none"> <li>Lack of regular inspections and maintenance.</li> <li>Equipment malfunction.</li> <li>Operator (human) error.</li> </ul>
Exposed surfaces	Runoff containing elevated sediment loads.	C	<ul style="list-style-type: none"> <li>Periods of high rainfall or flood events.</li> </ul>

## 5.2 CONTROLS AND PRE-EMPTIVE ACTIONS

**Table 6** summarises controls and pre-emptive actions that would be implemented to prevent the occurrence of, or minimise the impact of, pollution incidents as identified in **Table 4**.

**Table 6**  
**Controls and Pre-emptive Actions**

Page 1 of 2

Pollution Incident	Controls and Pre-Emptive Actions
Leak of hydrocarbon products within storage area.	1. All hydrocarbon containers or containment areas will comply with <i>AS 1940:2017 – Safe storage &amp; handling of flammable &amp; combustible liquids</i> . 2. Hydrocarbon spill kits will be maintained at designated storage areas and with the mobile refuelling tanker or mobile equipment (when present on-site). 3. All personnel will be instructed as to a three phase spill response protocol. <ul style="list-style-type: none"> <li><b>Phase 1 – Source Control:</b> isolate the source of spill or leak and stop the leak either by maintenance or placing the leaking item within or over a bunded storage area.</li> <li><b>Phase 2 – Recovery:</b> recover by pumping pooled hydrocarbons from the surface and excavating hydrocarbon-contaminated materials. Stockpile any contaminated materials under cover and within an impermeable container or surface (e.g. empty drum or HDPE sheet).</li> <li><b>Phase 3 – Remediation:</b> transport the contaminated material to a facility licensed to accept and treat hydrocarbon contaminated material.</li> </ul> A more detailed response procedure is provided in Section 2.7.1 of the Safety Management System.
Leakage / spillage of diesel or hydraulic oil from equipment / plant.	
Spillage of diesel / hydraulic oil during refuelling / maintenance.	
	4. Inspections of the storage areas will be undertaken monthly (when present). Any signs of facility degradation / improper storage will be referred to the Operations Manager.

**Table 6 (Cont'd)**  
**Controls and Pre-emptive Actions**

Page 2 of 2

Pollution Incident	Controls and Pre-Emptive Actions
Runoff containing elevated sediment loads	<p>Principal controls and pre-emptive actions include:</p> <ol style="list-style-type: none"> <li>1. Clearly defining areas of disturbance and minimising any disturbance outside these areas.</li> <li>2. Stabilisation of areas not required for ongoing operations as soon as practicable.</li> <li>3. Construction of bunding surrounding the extraction areas to a height of 1.8m AHD (approx. 1m above original surface level) to separate clean water runoff from the extraction ponds.</li> <li>4. Temporary bunding has been placed across the northern and western sides of the Processing Area pad to ensure any sediment-laden drainage is contained on site.</li> </ol> <p>Full details are provided within the Soil and Water Management Plan.</p>

### 5.3 INVENTORY OF POTENTIAL POLLUTANTS

**Table 7** provides an inventory of the chemicals and potential pollutants currently or planned to be stored at the Quarry, as well as the classification, method of delivery, storage location and maximum quantity of each chemical or potential pollutant.

**Table 7**  
**Inventory of Pollutants**

Chemical / Product Name	Classification	Delivery Method	Storage Location	Maximum Quantity
Hydraulic Oil	Dangerous Goods	Road – ad hoc	Bunded within service vehicle parked within the Processing Area*	20L drums
Grease	Dangerous Goods	Road – ad hoc		20kg as cartridges
Coolant	Dangerous Goods	Road – ad hoc		20L drums
Diesel	Hazardous	Road – under licence	Mobile fuel tanker (not stored on site)	5 000L to 10 000L (mobile fuel tanker) Fuel tanks <ul style="list-style-type: none"> <li>• Dredge: 600L</li> <li>• Excavator: 550L</li> <li>• Loader: 300L</li> <li>• Screen: 300L</li> </ul>

\* see Figure 3.

### 5.4 SAFETY EQUIPMENT AND MANAGEMENT

The following identifies the safety equipment and other management measures that are used to minimise the risks to human health or the environment and to contain or control a pollution incident as required.

- **Hydrocarbon Storage:** constructed and maintained in accordance with Australian Standards 1940 – 2017.

- **Spill kits:** all personnel are provided with training in the correct use of spill kits (for both land and aquatic response).
- **Personal Protective Equipment:** requirements are enforced and include the following standard facility PPE when handling hydrocarbons.
  - Eyewear (safety glasses).
  - Gloves.
  - Shoes (Steel-capped and sturdy).
- **Inductions:** are held for new employees and includes instructions as to safe work practices when using or managing potential pollutants.
- **Job Hazard Analysis (JHAs):** prepared for potentially hazardous activities. Hard copies will be retained at the site office.
- **Safety Data Sheets (SDS):** copies will be retained at the site office and/or document tube.

## 6. POLLUTION INCIDENT MANAGEMENT

### 6.1 POLLUTION INCIDENT RESPONSE (GENERAL MANAGEMENT AND ACCOUNTABILITY)

In the event of a pollution incident, the response will be managed in accordance with the following five phases.

1. **Alert Phase:** Monitor any incident with the potential to result in pollution.
2. **Stand By Phase:** Prepare to implement the appropriate pollution incident response procedure should the incident escalate and trigger as a notifiable pollution incident.
3. **Call Out Phase:** If the incident is notifiable, activate the relevant notification (Section 6.2) and incident response procedures (Section 6.3).
4. **Clean Up Phase:** Clean-up any residual contamination / stabilisation of soil materials once the area is declared safe.
5. **Stand Down Phase:** Incident response completed. Implement a de-briefing and review of the implementation of the notification (Section 6.2) and incident response procedures (Section 6.3).

**Table 8** presents the responsibilities of the workforce in the implementation of these five phases. It is noted that the Site or Operations Manager may nominate a delegated supervisor to manage the incident response. The delegated supervisor, if required, would be nominated during the alert phase.

**Table 8**  
**Key Management Responsibilities**

Position	Phase	Responsibility
<b>Managing Director</b> Stephen Segal (0414 322 455)	<b>General</b>	<ul style="list-style-type: none"> <li>Ensure adequate resources are available to enable implementation of the Plan.</li> </ul>
<b>Site Manager</b> Jeff Holloway (0402 427 938)	<b>All Phases</b>	<ul style="list-style-type: none"> <li>Provide assistance to the Operations Manager, as necessary, to enable implementation of the PIRMP.</li> </ul>
	<b>Stand Down</b>	<ul style="list-style-type: none"> <li>Review incident report and participate in de-briefing and review of the incident, notification, response management procedures of the PIRMP.</li> <li>Revise the PIRMP, if necessary or delegate to Operations Manager.</li> </ul>
<b>Operations Manager</b> Brad Holloway (0449 965 772)	<b>General</b>	<ul style="list-style-type: none"> <li>Ensure Plan evaluation and continual improvement is implemented.</li> <li>Ensure appropriate personnel training and awareness programs are implemented.</li> <li>Ensure that the Plan is reviewed and tested every 12 months or following an incident.</li> <li>Ensure a hard copy of the Plan is retained on site.</li> </ul>
	<b>Alert</b>	<ul style="list-style-type: none"> <li>Determine need for the appointment of a delegated supervisor to respond to the incident.</li> <li>Inspect site of potential pollution incident.</li> <li>Ensure available resources are available to implement the Plan, e.g. mobile equipment, water supply, personnel. Consult with Managing Director, as necessary.</li> <li>Maintain communication with the delegated supervisor (if appointed) to ensure progression between incident phases is appropriate.</li> </ul>
	<b>Stand By</b>	<ul style="list-style-type: none"> <li>Advise appropriate personnel and the Licensee of the incident (or ensure notification is undertaken by delegated personnel).</li> <li>Advise personnel to be on standby for implementation of incident management (notification, response management and/or clean up procedures).</li> </ul>
	<b>Call Out</b>	<ul style="list-style-type: none"> <li>Implement or approve the activation of the relevant notification and response management procedures of the Plan.</li> <li>Ensure that perimeters are established and access to the site is controlled.</li> <li>Maintain communication with the delegated supervisor of the incident and coordinate activities and resources.</li> <li>Determine the priority of actions of employees until agencies and emergency services arrive.</li> <li>Implement or approve the implementation of additional or escalated response measures on advisement from the delegated supervisor of the incident.</li> </ul>
	<b>Clean Up</b>	<ul style="list-style-type: none"> <li>Ensure adequate resources are available to undertake clean-up.</li> <li>Inspect and provide confirmation that the affected area is safe.</li> </ul>
	<b>Stand Down</b>	<ul style="list-style-type: none"> <li>Ensure Incident Report Form completed and actioned.</li> <li>Give direction for a de-briefing and review of the notification, response management and evacuation procedures of the Plan. Ensure the Licensee is involved in all relevant aspects.</li> </ul>

**Table 8 (Cont'd)**  
**Key Management Responsibilities**

Position	Phase	Responsibility
<b>Delegated Supervisor</b> As delegated by Site or Operations Manager	<b>General</b>	<ul style="list-style-type: none"> <li>• Upon advice from the Site or Operations Manager assume or delegate responsibilities.</li> <li>• Upon advice from the Site or Operations Manager ensure that all accidents, incidents and potential incidents are appropriately investigated.</li> </ul>
	<b>Alert</b>	<ul style="list-style-type: none"> <li>• Inspect the site of potential pollution incident.</li> </ul>
	<b>Stand By</b>	<ul style="list-style-type: none"> <li>• Monitor the identified incident.</li> <li>• Under delegation by the Site or Operations Manager, advise appropriate site personnel of the incident.</li> <li>• Ensure incident reporting has been initiated.</li> </ul>
	<b>Call Out</b>	<ul style="list-style-type: none"> <li>• Under delegation by the Site or Operations Manager: <ul style="list-style-type: none"> <li>– approve the activation of the relevant notification and response management procedures of the Plan;</li> <li>– ensure that perimeters are established and access to the site is controlled;</li> <li>– maintain communication with Site and/or Operations Manager and coordinate activities and resources; and</li> <li>– determine the priority of actions of employees until agencies and emergency services arrive.</li> </ul> </li> <li>• Complete the appropriate notification (of emergency services, regulatory authority, other relevant authorities and landowners) (see Section 6.2).</li> <li>• Monitor the response to the incident and provide advice to the Site and/or Operations Manager on the escalation of response as required.</li> <li>• Provide owners and occupiers of land updates of any incidents affecting their land as required (see Section 6.2).</li> </ul>
	<b>Clean Up</b>	<ul style="list-style-type: none"> <li>• Direct the clean up of the incident and assess and identify when the affected area(s) is/are safe.</li> </ul>
	<b>Stand Down</b>	<ul style="list-style-type: none"> <li>• Review Incident Report Form and ensure completed correctly.</li> <li>• Coordinate and manage de-briefing and review as directed by the Site or Operations Manager and involving the Licensee in all relevant aspects.</li> </ul>
<b>All Personnel</b> <b>Nick Gould</b> <b>Ronan Smith</b>	<b>General</b>	<ul style="list-style-type: none"> <li>• Ensure incident training is undertaken and responsibilities understood.</li> </ul>
	<b>Alert</b>	<ul style="list-style-type: none"> <li>• As soon as aware, advise the Operations Manager of a pollution incident.</li> </ul>
	<b>Stand By</b>	<ul style="list-style-type: none"> <li>• Follow instructions provided by Site or Operations Manager or the delegated supervisor of the incident.</li> </ul>
	<b>Call Out / Clean Up</b>	<ul style="list-style-type: none"> <li>• Evacuate the site if instructed.</li> <li>• Undertake response under instruction from the Site or Operations Manager or the delegated supervisor of the incident.</li> </ul>
	<b>Stand Down</b>	<ul style="list-style-type: none"> <li>• Complete and submit an Incident Report Form.</li> <li>• Attend incident de-briefing and review as directed by the Site or Operations Manager.</li> </ul>

## 6.2 INCIDENT NOTIFICATION

**Table 9** presents the notification protocol, developed with reference to “*Protocol for industry notification of pollution incidents*”<sup>1</sup>, to be followed in the event that a notifiable pollution incident occurs.

**Table 9**  
**Government Agency Notification Protocol**

Trigger	Agency	Timing	Contact Details
An incident that presents an immediate threat to human health or property.	Fire and Rescue NSW NSW Police Force NSW Ambulance Service	Immediately	Call 000
An incident that does not require an initial combat agency or following initial contact with emergency services.	1. NSW Environment Protection Authority	Immediately (or following emergency service contact)	Environment Line 131 555
	2. Department of Planning & Environment		1300 305 695
	3. NSW Ministry of Health		02 9391 9000 (Sydney Office); or 07 5536 1133 (Tweed Hospital) Ask for Public Health Officer on call
	4. SafeWork NSW		13 10 50
	5. NSW Resources Regulator		1300 814 609 (select option to report a safety incident)
	6. Tweed Shire Council		8:30am - 4:30pm: 02 6670 2400 After Hours: 1800 818 326
Note: Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by SafeWork NSW.			

**Table 10** identifies the neighbouring land holders and notification protocol to be followed in the event that a notifiable pollution incident occurs.

**Table 10**  
**Landowner Notification Protocol**

Name	Property Address	Contact	Notification Procedures
R. Julius	17 Collier Street	02 6674 2275	<ol style="list-style-type: none"> <li>If pollutant has, or has the potential to, impact either directly or indirectly on property, call to advise of incident and alert as to any potential hazards or impacts on livestock or water supply.</li> <li>Nominate incident response in place and any associated hazards. Nominate schedule for implementation of incident response and clean-up.</li> <li>Following completion of incident clean up and stand down phases, contact the landowner to confirm incident over. Request feedback on incident management.</li> <li>Provide advice on request as to any procedural improvements relevant to the incident.</li> </ol>
C. Pritchard & W. Julius	611 Cudgen Road	02 6672 2200	
Hanson Construction Materials	Altona Road	02 6674 2916	
C. Cooper	200 Tweed Coast Road	02 6674 3581	
K. Martin	214 Tweed Coast Road	02 6674 2449	
J.Jones	216 Tweed Coast Road	0408 639 068	

<sup>1</sup> <http://www.epa.nsw.gov.au/pollution/notificationprotocol.htm>

### **6.3 INCIDENT RESPONSE PROCEDURES**

In addition to the response process outlined within this Plan, trigger action levels and response procedures have also been outlined within the following management plans and should be consulted as relevant.

- Air Quality Management Plan.
- Noise Management Plan.
- Soil and Water Management Plan, incorporating an:
  - Erosion and Sediment Control Plan;
  - Acid Sulfate Soil and Sediment Management Plan;
  - Blue-Green Algae Management Plan;
  - Surface Water Monitoring Program; and
  - Groundwater Monitoring Program.

These plans and procedures will be regularly reviewed and updated as required.

## **7. PLAN EVALUATION AND REVIEW**

### **7.1 EVALUATION**

During the “Stand Down” phase or within 14 days of the pollution incident response (including testing of the Plan) a de-briefing of all relevant personnel and the Licensee will be undertaken to determine the lessons learned from the operation.

- The de-briefing will include a meeting with the relevant personnel involved in the incident to collate any comments, issues and views on any changes that could be implemented to improve emergency and incident response procedures within the Plan.
- The Site and/or Operations Manager or delegated supervisor will be responsible for the co-ordination of any de-briefing with site personnel and the Licensee following a pollution response incidence.

### **7.2 CONTINUAL IMPROVEMENT**

All information and comments compiled from the debriefing will be assessed and reviewed to determine the areas of improvement and the updating and implementation of new procedures to improve the outcomes of any pollution incident response for the Quarry.

- The Designated Supervisor, if appointed, will be responsible for recommending improvements to the Operations Manager.
- The Operations Manager will be responsible for the approval of the recommended improvements and / or determining any required improvements, in consultation with the Licensee.
- All personnel will be responsible for the implementation of the recommended improvement and continual improvement in performance at the Quarry.

### 7.3 TESTING OF POLLUTION INCIDENT RESPONSE

This Plan will be tested at least once every 12 month period to determine whether the plan is accurate and up-to-date and is capable of being implemented in a workable and effective manner. **Table 11** details the testing of the PIRMP to date.

**Table 11**  
**PIRMP Test Record**

PIRMP Test Date	Examiner	Type of Test
14 January 2015	Scott Hollamby (R.W. Corkery & Co Pty Limited)	Desktop – Hypothetical sediment laden discharge due to overgrazing and significant rainfall event.
13 January 2017	Scott Hollamby (R.W. Corkery & Co Pty Limited)	Desktop – Hypothetical sediment discharge from formed bunding on southern boundary into agricultural drain.
31 January 2018	Gareth Brown (Neumann Contractors)	Field test – Hypothetical leak from the tailwater return line.
8 November 2019	Scott Hollamby (RWC), Jeff and Brad Holloway (Gales)	Desktop – Hypothetical diesel leak from item of equipment parked on northern part of processing area. Assume diesel has entered drain adjacent Altona Road. Run scenario in both dry and wet conditions.
17 November 2020	Scott Hollamby (RWC), Brad Holloway, Jarrod McInnes (Gales)	Desktop – Hypothetical hydraulic hose leak from dredge into dredge pond. Assume no harm to people or environment but clean up cost will exceed \$10,000.
20th April 2021	Stan Viney	On Site with EPA – A drill was carried out with the supervision of Stan Viney from the EPA. We tested how we respond to an oil spill, 20l of water was tipped onto the ground and we had to control the spill with the spill kit on site.

The Operations Manager, in conjunction with the Licensee or delegate, will be responsible for the testing of the Plan.

### 7.4 COMPETENCY TRAINING

Training is to be provided by the Operations Manager or delegate to all personnel on an as needs basis. Specific training related to the Plan and implementation of emergency (incident response) procedures will include.

- Awareness of all hydrocarbons stored and used on site and how they impact the environment.
- Correct storage and handling of hydrocarbons.
- Refuelling procedures.
- Awareness of the management and response measures included in the Soil and Water Management Plan.
- Pollution incident management, including roles and responsibilities when responding to an incident.
- Incident reporting requirements.



The Operations Manager or their delegate will be responsible for ensuring the appropriate training is included in a site induction and revised every 12 months to ensure skills are updated.

## **7.5 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN REVIEW**

The Plan will be reviewed:

- after each test or actual incident;
- in the event that deficiencies are identified;
- as roles and responsibilities of personnel outlined within the Plan change;
- in the event of relevant legislative changes; and/or
- every 12 months.

The Operations Manager, in conjunction with the Licensee or delegate, will be responsible for the Plan review.

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