



# Pollution Incident Response Management Plan



**DOCUMENT CONTROL**

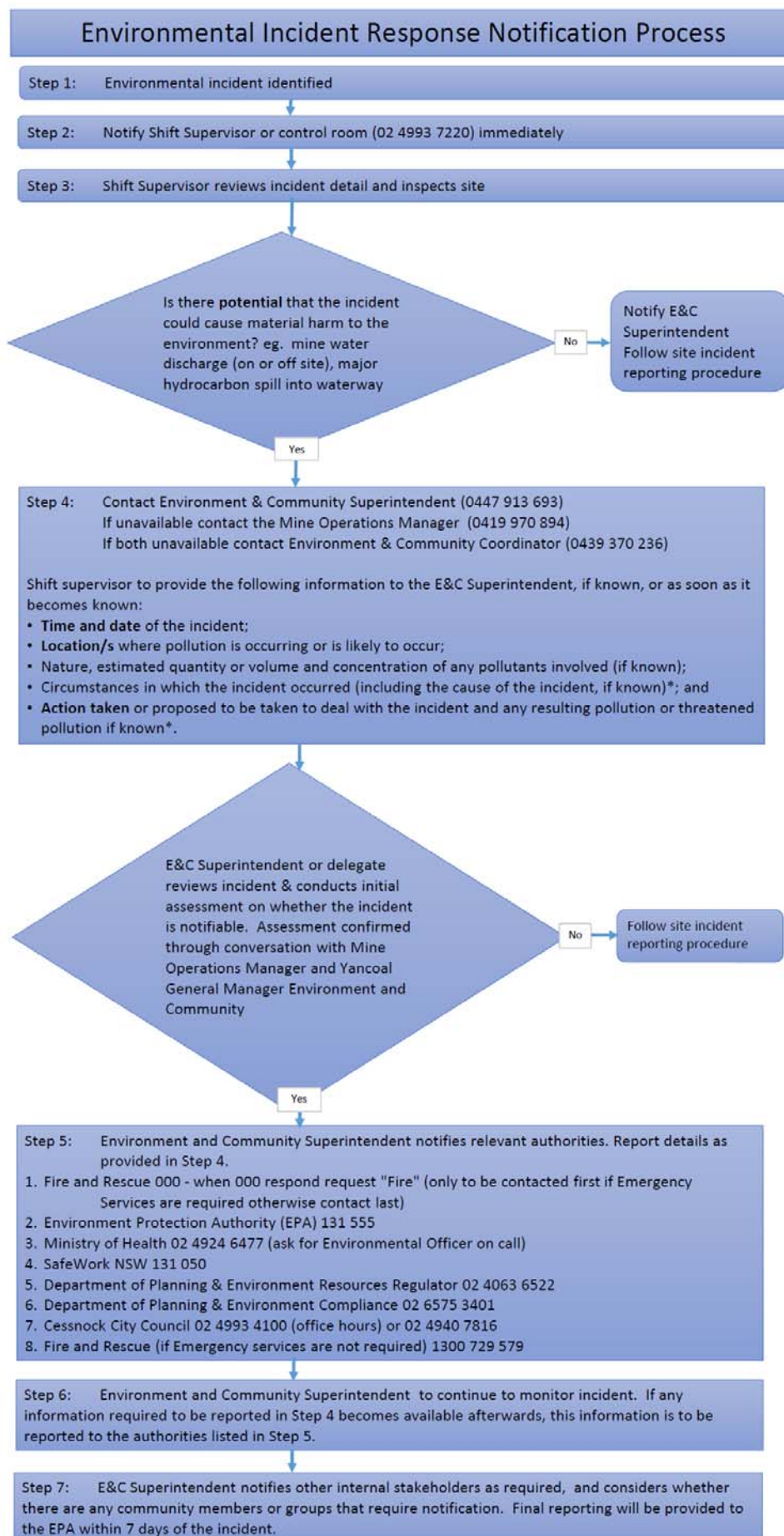
<b>DOCUMENT DETAILS</b>	<b>Title</b>	Pollution Incident Response Management Plan		
	<b>Reference</b>	ENV-002-12 Pollution Incident Response Management Plan		
	<b>Document Status</b>	Final		
<b>APPROVAL DATE</b>	<b>Revision</b>	<b>Revision Details</b>	<b>Prepared</b>	<b>Approved</b>
29 August 2012	0	Original document	C. Ellis	G. Mulhearn
18 September 2015	1	Update after review	J. Potter	G. Mulhearn
30 August 2016	2	Update after review	G. Mulhearn	G. Mulhearn
31 December 2018	3	Update after review. Add PIRMP Summary section. Update PIRMP Flowchart. Notification of DPE Compliance & Resources Regulator specifically included. Update contact details for ECM.	J. McNaughton	C. McCormack

## PIRMP SUMMARY

- This document outlines how to **report** pollution incidents to external authorities. **Control and management of environmental incidents** is detailed in the **Austar Emergency Management Plan** and the **Yancoal Environmental Incident Management and Reporting Standard**.
- **Environmental Incident Response Notification Process** detailed in Flowchart on next page.
- The pollution incident **MUST** be assessed to determine if **the incident classifies as a Notifiable Pollution Incident**, i.e. has the pollution incident caused or does it threaten **material harm to the environment** (see [section 6.2](#) for further information).
- The internal notification protocol is intended to allow the assessment of a potential Notifiable Pollution Incident. The **assessment should be made by the Austar Environment & Community Superintendent** (call 0447 913 693, 24 hours a day). If the E&C Superintendent is unavailable, the assessment must be undertaken by the following people in the following order of preference:
  1. Austar Mine Operations Manager;
  2. Environment & Community Coordinator;
  3. Control Room Operator;
  4. Area Supervisor or their Manager; or
  5. Person that identified the incident.

Note that **the internal notification protocol allows assessment of the incident** by other parties in the case that the E&C Superintendent or Mine Operations Manager cannot be immediately contacted. If possible the assessment should be confirmed by talking to the Mine Operations Manager or Executive GM Environment and Community. This is **to allow external notification immediately**. See [Section 6.2](#) for details on assessing the incident. Remember **material harm** to the environment can be **actual or potential** harm and result in **actual or potential loss, property damage or clean up expense exceeding \$10,000**. Material harm can occur **onsite** or **off site**. See Section 1.4 and Section 6.2 for further detail.

- After assessment, if the incident is classified or suspected to be a notifiable pollution incident the PIRMP is triggered and external notification must occur **immediately using the form on Page iv**. See [Section 9.2](#) and [Appendix C](#) for notification details.
- The person who undertakes the assessment of the incident shall fill in the forms on **Page iv – without speculating** if details are unknown. These form contains the details required for notification, and the order of notification.
- Any directives given by the government departments notified of the incident or potential incident should be enacted immediately.
- Post incident, incident investigation and testing of the PIRMP must be carried out in the timeframes specified within [Section 10](#).



## PIRMP FORM

### PART 1- Pollution Incident Details Form

**Usage: Use this form to record details of the Pollution Incident reported.**

DATE & TIME:
CONTROL ROOM OPERATOR / STAFF NAME:
POSITION OF PERSON REPORTING:

Description of Incident (including when incident first occurred if known). Provide accurate information only, if some parameters (i.e. chemical type) are unknown **DO NOT SPECULATE**.

Date & Time of Incident:	
Nature of Incident:	
Duration of Incident (i.e. how long ago did it occur if known)	
Location of Incident (i.e. CHPP, Pit Top etc.)	Pit Top (Middle Road, Paxton) CHPP (Wollombi Road, Pelton) Kitchener SIS (Quorrobolong Rd, Kitchener) 3 Shaft (Ellalong Rd, Ellalong) 2 Shaft (Dry Creek Road, Ellalong) 1 Shaft (Truro St, Ellalong) Pipeline (closest description available)  OTHER:
Location where pollution is likely to occur ( <b>IF KNOWN, DO NOT SPECULATE</b> )	
Estimated quantity of any pollutants involved ( <b>IF KNOWN, DO NOT SPECULATE</b> )	
Concentration of any pollutants involved ( <b>IF KNOWN, DO NOT SPECULATE</b> )	
Actions being undertaken to control pollution incident	

## PART 2- Authorities Notification Form

DATE:
NAME & POSITION UNDERTAKING NOTIFICATION:
SITE (CHPP or MINE):

The following authorities **MUST** be contacted following an incident (as described in the Pollution Incident Response Management Plan):

<b>Authority</b>	<b>Contact details</b>	<b>Notification (Y/N). Any Details from Authority.</b>
Environment Protection Authority	Pollution Line 131 555	
NSW Ministry for Health	(02) 4924 6477 (diverts to John Hunter Hospital after hours). Ask for Environmental Health Officer on call	
SafeWork NSW	Switchboard 13 10 50	
Cessnock City Council	(02) 4993 4100 (work hours) (02) 4940 7816 (after hours)	
NSW Fire and Rescue	Phone <b>000</b> if the incident presents an immediate threat to human health or property 1300 729 579 (for all other incidents)	
NSW Department of Planning and Environment	(02) 6575 3400	
NSW DPE Resources Regulator	(02) 4063 6724	

The information from part 1 of this form **MUST** be provided to the relevant authorities. If details are not known or unclear, **DO NOT SPECULATE!**

## 6 POLLUTION INCIDENT IDENTIFICATION, ASSESSMENT & NOTIFICATION

Part 5.7 of the POEO Act specifies requirements relating to the notification of pollution incidents. All employees and contractors are legally required to assist Austar Coal Mine Complex to meet EPA's notification requirement.

The occupier of premises, the employer or any person carrying on the activity which causes a pollution incident must **immediately notify** each relevant authority when material harm to the environment is caused or threatened.

A **flowchart** which illustrates internal and external notification protocol is included in the **PIRMP Summary** at the front of this document and protocols for notification are presented in following sections.

### 6.1 POLLUTION INCIDENT INTERNAL NOTIFICATION PROTOCOL

In the event that a pollution incident is identified, the person that discovered the pollution incident must:

1. Immediately notify their Austar supervisor and the Austar Control Room Operator on **(02) 4993 7220**. The control room operator is able to isolate pipelines and instigate emergency procedures.
2. The supervisor, Control Room Operator or the person who has identified the incident should then **immediately** notify the:  
Environment and Community Superintendent (E&C Superintendent) on 0447 913 693; or  
Mine Operations Manager (in the absence of the E&C Superintendent) on 0419 970 894.  
If both the above are unavailable, notify the Environment and Community Coordinator on 0439 370 236.

This will enable proper assessment of the incident and reporting processes.

**NOTE: This can be any time 24hrs per day 7 days per week.**

## 6.2 POLLUTION INCIDENT ASSESSMENT & TRIGGER OF PIRMP

The pollution incident **MUST** be assessed: **Does the incident classify as a Notifiable Pollution Incident?** i.e. has the pollution incident caused or does it threaten **material harm to the environment**.

**Material harm to the environment** is defined in section 147 of the POEO Act. 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 (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).

For the purposes of this definition, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.

The internal notification protocol is intended to allow the assessment of a potential Notifiable Pollution Incident. The initial assessment will be made by persons in the following order of preference:

1. Austar Environment and Community Superintendent (E&C Superintendent);
2. Austar Mine Operations Manager;
3. Environment and Community Coordinator;
4. Control room operator;
5. Area Supervisor or their Manager; or
6. Person that identified the incident.

Note that the internal notification protocol allows initial assessment by other parties in the case that the E&C Superintendent or Mine Operations Manager cannot be immediately contacted. This is to allow external notification immediately. The assessment should be confirmed where possible through a discussion of assessment findings with the Mine Operations Manager and the Executive General Manager Environment and Community.

*Examples of Notifiable Pollution Incidents threatening material harm to the environment include: hydrocarbons, tailings, untreated mine water, chemical substances, or hazardous materials which have entered, or threaten to enter either clean water systems on site or possibly be released from site, spills to land that may cost more than \$10,000 to prevent, mitigate or remediate harm.*



*Examples of environmental incidents which may not threaten material harm to the environment include: spills which are contained within the Austar dirty water system, minor hydrocarbon or other substance spills to land, sediment basin discharge where greater than design rainfall has been received and no other material pollutants are in the surface runoff.*

**AFTER ASSESSMENT: IF THE INCIDENT IS CLASSIFIED OR SUSPECTED TO BE A NOTIFIABLE POLLUTION INCIDENT THE PIRMP IS TRIGGERED AND EXTERNAL NOTIFICATION MUST OCCUR IMMEDIATELY.**

If the incident is not classified as a Notifiable Incident, the pollution incident should still be contained, controlled, and remediated in a similar manner to that required of a notifiable pollution incident. Austar Coal Mine's Incident Report should also be completed per Austar's procedures.

### **6.3 EXTERNAL NOTIFICATION PROTOCOL FOR NOTIFIABLE POLLUTION INCIDENT**

If an incident is classified as a Notifiable Pollution Incident, the PIRMP is triggered, and the person undertaking external notification must immediately follow the below protocol:

1. **Gather** most accurate information possible regarding the pollution incident per the ***PIRMP Pollution Incident Details Form*** (Page iv and Appendix C). Note that not all details may be known at the time of external notification – however **DO NOT DELAY NOTIFICATION AFTER ASSESSMENT PURELY TO GAIN FURTHER INFORMATION;**

The relevant information to be provided about a pollution incident required under section 150 of the POEO Act, consists of the following:

- (a) the time, date, nature, duration and location of the incident;
- (b) the location of the place where pollution is occurring or is likely to occur;
- (c) the nature, the estimated quantity or volume and the concentration of any pollutants involved, (if known – **do not speculate**);
- (d) the circumstances in which the incident occurred (including the cause of the incident, (if known – **do not speculate**); and
- (e) the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, (if known – **do not speculate**).

If the information required to be included in a notification of a pollution incident by subsection (c), (d) or (e) is not known to that person when the initial notification is made but becomes known afterwards, that information must be notified in accordance with section 148 of the POEO Act immediately after it becomes known.

This information is to be recorded in the ***PIRMP Form Part 1 - Pollution Incident Details Form*** (PIRMP Summary Page iv and Appendix C).

2. **Notify Relevant Authorities** using the ***PIRMP Form Part 2 - Authorities Notification Form*** (PIRMP Summary Page v and Appendix C).

Further, in accordance with Section 153C of the POEO Act 1997, the action to be taken immediately after a pollution incident must be implemented for that particular pollution incident. Incident response advice from the authorities notified is to be enacted upon immediately.

3. **Provide** completed forms to the Environment & Community Superintendent.

## **8 COORDINATION AND COMMUNICATION**

### **8.1 COORDINATING WITH AUSTAR COAL MINE EMPLOYEES, CONTRACTORS AND VISITORS**

Where a pollution incident is of sufficient magnitude to constitute a risk to human health, the Emergency Management Plan will be implemented in parallel to the PIRMP.

Information concerning the pollution incident (including post incident) may be communicated to Austar employees via several mediums including (but not limited to) the following:

- Declaration of Emergency (if of sufficient magnitude);
- Shift Supervisor / Undermanager shift address;
- Tool Box Talks;
- Mine Managers crew talks; or
- Formal training and assessments.

### **8.2 COORDINATING WITH AUTHORITIES**

The Austar nominated Incident Controller will manage the Pollution Incident response team, and will liaise with external emergency authorities if required.

In the event of an external authority (i.e. Fire and Rescue NSW) taking control of the situation, the Incident Controller will take direction from that authority and coordinate Austar Coal Mine staff as required.

The Environment & Community Superintendent will liaise with environmental regulatory authorities.

The Mine Operations Manager or CHPP Superintendent will liaise with the Resources Regulator inspectorate in relation to health and safety matters.

### **8.3 COORDINATING WITH THE COMMUNITY**

In the event there is an incident which poses a potential threat to surrounding property owners and occupiers or their land, Austar will notify those likely to be affected as soon as practicable. Generally, community members would be notified through phone calls or door knocking the affected or potentially affected area as soon as practicable. Ongoing notifications and regular updates (if required) would be undertaken by phone or other methods as agreed with community members and affected landholders.

The Environmental Risk Assessment identifies that water pollution is the main hazard that may affect communities. In the instance of water pollution on private property, Austar would liaise with affected landowners and mitigate impacts where required, such as providing alternate sources of water until the event has been appropriately remediated.

There are no sensitive receivers (e.g. Schools or hospitals) that would be significantly impacted by potential hazards from Austar's operations.

### **8.4 MEDIA ENQUIRIES**

The Mine Operations Manager or the Yancoal General Manager Investor Relations and Public Relations are the only personnel authorised to communicate with the Media. All media enquiries are to be directed to the Mine Operations Manager or Yancoal General Manager Investor Relations and Public Relations.

## 9.2 RELEVANT AUTHORITY CONTACT DETAILS FOR NOTIFICATION

Authority	Contact Details
<b>Environment Protection Authority (EPA)</b> Notifying a Pollution Incident	Phone: 131 555
<b>Department of Planning and Environment – Compliance</b>	02 6575 3401
<b>Department of Planning and Environment – Resources Regulator</b>	02 4931 6522
<b>Fire and Rescue NSW</b> Pollution Incident Reporting	Phone: 000 if the incident presents an immediate threat to human health or property Phone: 1300 729 579 for all other incidents
<b>Ministry of Health via local Public Health Unit</b> Diverts to John Hunter Hospital – ask for Environmental Health Officer on call	Phone: (02) 4924 6477
<b>SafeWork NSW</b>	Phone: 131 050
<b>Cessnock City Council</b> Business Hours (Customer Service) After Hours Emergency	Phone: (02) 4993 4100 Phone: (02) 4940 7816

## 9.3 OTHER RELEVANT CONTACT DETAILS

A table of key contact details for internal and external contacts is provided in Appendix D.