TWEED SHIRE COUNCIL

Pollution Incident Response Management Plan for Quarry Road Quarry Operations

Version4.0, November 2021

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Contents

Revision Summary

First Issue	Issue Date		Implementation Requirements	Approved By
1.0			Prepared to comply with the new requirements introduced by the *Protection Legislation Amendment Act 2011 (POEO Act)*	Manager Works
Version No.	**Revision Date**	**Clause No**	**Revision Details**	**Approved By**
2.0	23 June 2015	5.0, 8.0	Change to staff titles due to restructure	
2.0	23 June 2015	8.0	Adjustment of errors in table 4 and 5	
3.0	12 Jan 2017	Throughout document	Updating of contact details, clarification of roles and reporting, consistency of terminologies, corrections to formatting and grammar.	Manager ID
3.1	4 August 2017	2.0	Changes to reflect consistent wording between documents.	Manager ID
4.0	5 November 2021	Various	Updating in response to recent changes in site works and EPL conditions	

Approval Position	Automatic Notifications
Manager (Infrastructure Delivery)	Technical Officer - Quarry Operations and Quality Control

Hard Copy Locations*	Associated Documents to be reviewed
Manager Infrastructure Delivery Emergency Recovery Case	
Technical Officer - Quarry Operations and Quality Control Office	
Operations Co-Ordinator – Infrastructure Delivery Depot Office	

**** Note no fixed facilities or staff situated on site to enable storage of documents and therefore alternative functional locations are listed.***

Record of Testing PIRMP

Testing Date	Details	Prepared / Tested By	Reviewed By
05/11/2021	Review of Document By TM and AK,	TM / AK	TM

1.0 Overview

Quarry Road Quarry (Lot 2 DP 1139059) is located on Lundberg Drive, Murwillumbah. (See Appendix A for location details)

Quarrying at this site has been undertaken by various sub-contractors under the direction of Tweed Shire Council with the aim of removing material as fill to produce a landform suitable for the construction of an industrial sub-division. This site started operation in 2000. Quarrying activity at the site is demand based.

The materials excavated on this site include silty clays, sandy silty clays and highly weathered rock. The silty clays are quite dispersive and impermeable whereas the silty sandy clays and weathered rock are much more permeable. These characteristics of the materials are exploited in the management of stormwater runoff and waters held in the sediment basin.

The water level of the southern sediment basin is kept as low as possible by pumping held water to the main quarry floor above. This floor is constructed in a way to allow waters to pond to the northern side of the site where the naturally occurring site materials allow both retention and infiltration into the underlying strata of the impounded waters. This area is of sufficient sizing as to contain rainfall of 82mm falling over a period of 5 consecutive days over the site.

2.0 Scope

This Pollution Incident Response Management Plan (PIRMP) has been prepared to formalise the way Tweed Shire Council pollution incidents are reported, managed and communicated to the general community, internal departments and regulatory agencies. This management plan applies to Quarry Road Quarry Operations which fall under the Environmental Protection Licence 11448.

3.0 Required Context

This Pollution Incident Response Management Plan (PIRMP) has been developed to describe Tweed Shire Council's response to a potential pollution incident and to meet requirements of the Protection of the Environmental Operations Act 1997 (POEO Act) Part 5.7 and 5.7A.

This plan is a mandatory document on all NSW projects issued with an Environmental Protection Licence. This plan covers Quarry Road Quarry operations as per Environmental Protection Licence Number 11448.

3.1 Definition of Pollution Incident

A 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 deposition of a substance, as a result of which pollution has occurred, is occurring or is likely to occur.

This 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.

Notification of a pollution incident is required 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:-

- 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), 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.

c) It does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.

4.0 Purpose and Objectives

This Pollution Incident Response Management Plan (PIRMP) has been developed to satisfy pollution reporting obligations under the Protection of the Environmental Operations Act 1997 (POEO ACT). This plan outlines the classification, testing, reporting and management requirements of an environmental pollution incident.

The objectives of this plan is to ensure an occurrence of significant environmental pollution incidents is communicated to all relevant groups and individuals, to prevent, minimise and control the risk of an environmental pollution incident, and also, appropriately establish and maintain the plan. This plan covers description of potential hazards and actions to be taken to prevent additional environmental harm for Tweed Shire Council.

5.0 Responsibilities

Personnel carrying out work under this Procedure must be familiar with and comply with it in full.

Table 1: Roles and responsibilities

Manager (Infrastructure Delivery)	• Follow Emergency Response Management Plan (as required) • Ensure compliance in accordance with POEO Act • Notify Director Engineering • Notify Communications and Customer Services (as required)
Technical Officer - Quarry Operations and Quality Control	• Attend the pollution incident site • Notify Manager (Infrastructure Delivery) • Activate PIRMP • Immediate notification to Environmental Protection Agency via EPA hotline. • Immediate notification to NSW Resources Regulator via telephone • Prepare investigation report and forward to EPA within 7 days of the alleged incident • Prepare investigation report and forward to NSW Resources Regulator (as necessary) • Notify other regulatory bodies as necessary

	• Notify Environmental Scientists (if required) • Notify Tweed Laboratory Centre (if required) • Liaise with Operations Coordinator Infrastructure Delivery regarding staff / plant
Site Supervisor	• Notify Technical Officer - Quarry Operations and Quality Control or in his absence, Manager (Infrastructure Delivery). • Activate PIRMP.
Environmental Scientist	• Provide advice on the management and control of a pollution event

6.0 Hazards and Risk Management

Potential pollution incidents identified at Quarry Road Quarry include:-

- Air Pollution Incident: escape of significant dust to atmosphere
- Water Pollution incident: Significant sediment, ARD, hydrocarbons/fuel off site to a watercourse or groundwater
- Noise pollution: Significant noise impacts on neighbouring residences.
- Land Pollution incident: Escape of sediment,

Specific details of potential environmental hazards likely to be encountered at Quarry Road Quarry are outlined in Table 2.

Risk Rating Matrix

Likelihood

Consequences	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
5 Catastrophic	Medium	Very High	Extreme	Extreme	Extreme
4 Major	Medium	High	Very High	Extreme	Extreme
3 Moderate	Low	High	High	Very High	Extreme
2 Minor	Low	Medium	High	High	Very High
1 Insignificant	Low	Low	Low	Medium	Medium

Table 2: Quarry Road Quarry Environmental Hazards

No.	Hazard / Non Compliance	Risk Level Before Controls	Controls / Corrective Action	Risk Level After Controls
1	Uncontrolled release of polluted waters due to rainfall event >82mm (sediment)	Medium	Reduction of held water levels to provide the largest possible airspace in basins. Continued maintenance of drainage, roads and sediment control measures. (See MOP for Quarry Road Quarry)	Low
5	Controlled release of unsuitable waters	Medium	Following of the test, approval, release procedures in EPL & MOP	Low
2	Airborne dust	Medium	Watering and maintenance of roadways, covering of stored dried sludge removed from basins prior to disposal.	Low
3	Noise	Medium	Ensure appropriate operation and maintenance of vehicles and earthmoving / quarrying plant. Use of sound barriers with pumps. Ensure perimeter bund is as per Development Application	Low
4	Breach of Wall of Sediment Dam	Medium	Regular inspection of earth wall etc	Low

7.0 Inventory of Pollutants

An inventory of all chemicals utilised on site is maintained in the computer program ChemAlert. If any new chemicals have to be brought to site other than the one already approved in ChemAlert, a chemical risk assessment of the new substance and MSDS are to be submitted.

A summary of significant pollutants used at Quarry Road Quarry is provided in the Table 3.

Table 3: Significant pollutants used at Quarry Road Quarry

Material Name	Quantity	Onsite Usage
Diesel	400 litres	Pumps, earthmoving plant, processing plant and vehicles
Unleaded petrol	60 litres	Pumps

8.0 Notification

All pollution incidents should be reported immediately upon observation of the incident as required by the POEO Act. The notification list of all relevant regulatory authorities and project personnel to be notified of any pollution incident for the Quarry Road Quarry is provided in Tables 4 and 5.

Table 4: Government notifications of incidents

Compulsory	Contact	Phone Number
Yes	Tweed Shire Council (within 24 hours)	See Table 5
Yes	NSW Environment Protection Authority (EPA) (Within 24 hours)	EPA Hotline 131 555
Yes	NSW Resources Regulator	1300 814 609
As Determined	WorkCover	131 050
As Determined	Ambulance	000
As Determined	NSW Fire and Rescue	1300 729 579

Table 5: Tweed Shire Council contact details

Compulsory	Name Position	Contact Number
Yes	Tweed Shire Council Hotline	(02) 6670 2400 business hours, 1800 818 326 after hours
Yes	Manager (Infrastructure Delivery) – Tim Mackney	(02) 6670 2477, 0408 563 584
Yes	Technical Officer - Quarry Operations and Quality Control – Athol Kiem	(02) 6670 2716, 0421 362 767
Yes	Operations Coordinator Infrastructure Delivery – Frank Castellano	(02) 6670 2703, 0420 962 988
As Determined	Director Engineering – David Oxenham	(02) 66702470, 0438 642 740
As Determined	Enterprise Risk & Emergency Management Officer - Doreen Harwood	(02) 6670 2622, 0427 078 119
As Determined	Senior Planning Applications Officer - David Hannah	(02) 6670 2528, 0410 031 775
As Determined	Tweed Laboratory Centre - Dr. Paul Wright	(07) 5569 3101

9.0 Pollution Incident Response Procedures

9.1 Introduction

Section 6.0 has identified a number or potential pollution events that may occur at the site. In general, it is considered that the potential for these incidents to occur is minimal and if an incident occurred, it would be small in nature and easily containable.

The response actions to a pollution incident at the Quarry Road Quarry can be divided into the following categories:-

- Pre-emptive actions and provision of safety equipment at the site
- Initial Response
- Containment or Control
- Communication

9.2 Pre-emptive actions

A number of appropriate management tools have been implemented to reduce the risk of occurrence.

9.2.1 Health, Safety and Environment System

Council's Health, Safety and Environment System establishes an effective systematic process and framework for the overall management of work health, safety and environmental planning, implementation and review in line with legislation and organisational requirements. It includes documented Standard Operating procedures and Safe Work Method Statements, and requires work site risk assessment on a daily basis when works are being undertaken.

9.2.2 Emergency Equipment

Some emergency equipment is available and stored on the vehicles and plant that visit the site. No items are stored at this site, items required are available at the Murwillumbah Depot

Hazard cones, mesh bunting and flashing lights are available at the Murwillumbah Depot, Buchanan Street, Murwillumbah to assist in delineating an incident area.

Access to the Quarry can be controlled via two sets of gates. The main entry is located on Lundberg Drive via the entry to the disused Murwillumbah Waste Tip. A second entry is located on a road reserve behind the butts of the Murwillumbah Pistol Club.(Refer to Quarry Road Quarry Layout in Appendix A).

9.2.3 Monitoring

Staff undertake regular inspections of the Quarry and monitor weather predictions.

Monitoring and inspections are undertaken by appropriately trained staff members and involves traversing the majority of the site. The entry gates are secured on entry and exit of the site (i.e. both morning and night). In the event that anything unusual is noted, these inspections allow staff to pre-empt incidents and introduce appropriate mitigation measures to reduce the likelihood of pollution incidents. These inspections recorded on the "Site Inspection Form" and uploaded to ECM within 7 days of the inspection. (See Appendix "B").

Weather predictions are regularly monitored by the Technical Officer - Quarry Operations and Quality Control. Daily rainfall readings are also recorded in a spreadsheet stored under Quarry Road Quarry on the Infrastructure Delivery drive.

9.2.4 Communication

All communication will be carried out as per Council's Standard Operating Procedure "Communication".

9.2.5 Stormwater Management

All stormwater is held in the northern basin on the floor of the quarry until excess is discharged to northern or southern sediment basins after passing through a series of small check structures to slow the flow of water and to sediment the heavier particles. As indicated in Figure "A (b)".

Water captured in the southern sediment basin is pumped back to the floor as soon as possible after the rainfall event to provide capacity in the basin to receive additional waters once sufficient infiltration has occurred to allow permeation into the underlying strata or to be reused onsite as dust suppressant or vegetation watering. Due to the nature of the site materials, this can usually be done in quite a short time frame.

Once sufficient infiltration of the waters held on the floor basin has occurred it is anticipated that there will be little, if any, need to treat and discharge water off site.

Where it is identified that a controlled discharge of water is required from the southern or northern sediment basins, the MOP will be consulted for the manner in which to proceed.

This process also maintains sufficient storage capacity in the pond to receive rainfall runoff without overtopping due to 82mm of rain falling over 5 consecutive days.

Details of the procedure to discharge water from the basin, see the *"Mine Operations Plan. Quarry Road Quarry*"

9.2.6 Traffic Control

As the quarry is usually not operational and little traffic enters the site. The entry gates are secured by a padlock which requires a quarry security key and thereby minimises access to authorised personnel only. Planned maintenance and water treatment are managed by the Technical Officer - Quarry Operations and Quality Control who will co-ordinate with the person/s providing the required service.

During an excavation campaign, the contractor shall be responsible for the production and implementation of a Traffic Management Plan which will also include an Emergency Assembly Point.

In the event of an emergency, all un-necessary vehicles and plant shall be moved to the emergency assembly point (as determined by the contractor). The access gates will be secured and "sentries" allocated to control the entry of emergency vehicles and persons entering the site. (See Containment and Control, 9.4.1.6)

9.2.7 Staff/Contractor Training

All staff and contractors at the Quarry Road Quarry undergo, as part of an induction to the site, will be provided with copies of all Environmental and Safety procedures including but not limited to:-

- Tweed Shire Council's WHS Level 2 Work Activity Induction for Quarries and Safe Work Method Statements relating to the activities to be undertaken at the site (except where the

Contractor's WHS systems and processes are reviewed and confirmed by Council's WHS Section to be equivalent).

- PIRMP (Emergency Preparedness and Response Procedure)
- Any other procedures, Standard Operating Statements, etc deemed relevant by Council.

9.2.8 Safety Equipment

Appropriate Personal Protective Equipment (PPE) is carried to site by staff as no storage facilities are available on site. Spill kits are to be carried to site by staff undertaking work at the site. A water truck for dust suppression is available by contacting the Operations Coordinator Infrastructure Delivery.

A summary of the above PPE is provided below.

Hazard	Suitable PPE
Sun radiation	Wide brimmed hat. hard hat, sunscreen
Noise	Ear protection e.g. muffs or plugs.
Deep water	Buoyancy ring with rope

9.3 Incident Response

The Incident Response Procedure is summarised in the PIRMP Flowchart (Appendix E).

9.3.1 Initial Incident Assessment

Council staff responding to the incident shall proceed in the following manner (after ensuring all personnel are safe at all times):-

- Activate the PIRMP
- Provide a description of the incident to the persons or departments nominated in the PIRMP.

The default *Incident Supervisor* will be the Technical Officer - Quarry Operations and Quality Control.

If after hours, the On-Call Works Supervisor will be the *Incident Supervisor* unless relieved by the Technical Officer - Quarry Operations and Quality Control

For after-hours response, “Call Out” staff will attend the scene, make an immediate initial assessment), and report back to the On-Call Supervisor to determine the appropriate action.

An initial visual assessment of the incident scene will determine the actions to be implemented and be directed to:-

- Saving lives
- Attending to any injured persons
- Isolating the location
- Identifying additional hazards to human health or the environment
- Determining the actions necessary to prevent further threat to human life, property or environment
- Calling for appropriate help (i.e. Emergency services, Council, EPA, NSW Health, WorkCover, Fire and Rescue) – refer Section 7 for contact details.

An Incident Assessment Form (Appendix C) is to be completed to assist in assessing the situation and to record necessary information that is to be provided to the EPA and other authorities (refer Part 5.7, Section 150 of the POEO Act).

An initial assessment of a pollution incident by a suitably trained staff member using the Incident Assessment Form will allow the incident to be classified and appropriate actions implemented. Incidents can be classified as follows:-

Priority 1: Immediate, indicating very high risk/critical to human health and the environment whereby pollutants will enter the environment (e.g. via waterways or airborne). The incident is immediate and threatening and immediate disruption of normal operations of the quarry will occur. This PIRMP is to be actioned immediately.

Priority 2: Indicating medium to high risk to human health and the environment whereby pollutant(s) are likely to enter the environment (e.g. waterways or airborne). The incident is likely to cause disruption to the operations at the quarry. Implementation of this PIRMP may be required if containment procedures fail. Close monitoring of the incident and containment procedures is required and actioning of this PIRMP immediately, if required.

Priority 3: Indicating low to medium risk to human health and the environment whereby pollutant(s) are unlikely to enter the surrounding environment (e.g. waterways or airborne). Incident is unlikely to disrupt the operation of the quarry and can be managed under normal site incident response procedures. This PIRMP is unlikely to be implemented.

9.4 Containment or Control

Depending on the initial assessment classification of the incident, the incident containment or control will be either in-house or by emergency services.

9.4.1 In House Response

Having completed the initial assessment of the incident, additional resources and actions should be directed towards the following:-

1. Exchange mobile phone numbers, establish two-way radio protocol with the Incident Supervisor and responders.
2. Provide (or continue to provide) first aid assistance to injured person(s).Call 000 as necessary.
3. The Incident Supervisor is to implement (either personally or by delegation) the notification protocol (refer 9.5).
4. In the event of a pollution incident, the Incident Supervisor will assess the situation to determine actions to be taken including the need to evacuate the site if required. While unlikely, individuals from the general public may also be at the site at the time of the incident and procedures will be followed to ensure these individuals are evacuated.
5. Where possible or practicable, place warning indicators (e.g. flashing lights, breakdown triangles etc.) to warn responders to the Quarry of the impending incident site. The only responders to the site may be Council staff or contractors who are present due to an as needs basis for maintenance or stormwater management purposes. If any members of the public are on the site, they will be evacuated from the site as soon as practically possible to do so safely. Additional Council staff, relevant contractors and/or emergency services may still arrive to the site to provide assistance.
6. Closure of the Quarry site is undertaken by way of closing the entry gates as shown on the Quarry Road Quarry Layout in Appendix A(b)) and stationing a staff member to inform incoming vehicles of the site's closure and their requirement to depart the area or if responders to the incident, to allow access and to guide them to the location of the incident. The exit gates are to remain clear of plant and vehicles to allow evacuation of staff and individuals from the site and to allow authorised vehicles (e.g. emergency services) to enter the site. The staff member stationed at the entry gates will carry both a two-way radio and mobile phone to ensure communication with the Incident Supervisor is possible at all times.
7. Restrict access to the incident area. This can be achieved with the use of temporary bunting and closure of gates described above. Most importantly this will be achieved by way of clear communication between the Incident Supervisor and Staff (and contractors). All staff will carry two-way radios and mobiles. The Incident Supervisor is to conduct regular communication

checks throughout the incident to ensure staff (and relevant contractors) safety and that instructions have been completed.

8. If required and safe to do so, the Incident Supervisor is to initiate action(s) to prevent further threat to human life, property or the environment. Actions can include (but are not limited to):
    - Use of earthmoving plant to establish bunds and smother fires,
    - Use of water truck for extinguishing fires and suppressing dust,
    - Removal of plant and equipment (e.g. vehicles) to a safe venue,
    - Move materials that may result in the deterioration of the incident (e.g. spreading of fire due to presence of flammable material).
9. The Incident Supervisor is to collect details of person(s) involved, time line logging of incident details and other related information (e.g. Incident Assessment form; Appendix A).
10. The Technical Officer - Quarry Operations and Quality Control (with assistance from the on-call Incident Supervisor as applicable) will provide full briefing of incident and actions to date to Manager Infrastructure Delivery.
11. Council is to maintain effective communications with the local community in the vicinity of the incident site and relevant authorities as required.
12. Facilitate or assist with the recovery phase.

9.4.2 Emergency Services Response

If the incident has triggered the implementation of this PIRMP and if the incident presents an immediate threat to human health or property and 000 has been contacted, staff are:-

- To evacuate the site of all non-authorised persons (i.e. members of the public). All staff are also to either evacuate the site, to the Emergency Assembly Area or as directed by the Incident Supervisor or emergency services.
- Await emergency services at the entrance of the site (Lundberg Drive) or if deemed safe by the Incident Supervisor undertake activities to protect life or property (e.g. continue first aid, move equipment to safe location).

On the arrival of emergency services personnel, responsibility for managing the incident will transferred. This will include:-

- Assuming the initial command and control responsibilities
- Determining if additional resources may be required (e.g. HAZMAT team).

Council staff (and contractors) will fully co-operate with emergency services and provide:-

- An initial briefing of the events up to their arrival,
- Relevant documentation and information (e.g. completed Incident Assessment form).

This will assist emergency services to:-

- Assessment of the situation
- Identify hazard(s) that exist at the incident site and other areas of the quarry site.
- Formulate a response plan to the incident by identifying what resources and/or specialised assistance is required, and
- Contact and coordinate additional resources (if necessary) to respond to the incident.

Once control responsibilities have been assumed by the emergency services, all Council staff (and contractors) will follow and adhere to all directions and instructions issued by the appointed emergency services Incident Supervisor.

9.4.3 Recovery

The recovery phase will focus on:

1. Re-establishing normal Quarry activities (i.e. maintenance and stormwater management at time of writing).
2. Collecting and appropriately managing:
    - Leaked or spilt materials
    - Damaged equipment and plant.
3. Collecting any contaminated items and disposing of appropriately (e.g. PPE items such as clothing, spill kit consumables etc.).
4. Undertake staff debriefing, and provision by Technical Officer - Quarry Operations and Quality Control of a debriefing report to the Manager Infrastructure Delivery and government departments as required.
5. Technical Officer - Quarry Operations and Quality Control to undertake a complete review of the PIRMP within 1 month of the incident.

9.5 Communication

9.5.1 On-Site / Internal Communication

During emergency situations all internal communications are managed as detailed in the Communication Standard Operating Procedure (refer HSES).

9.5.2 Communicating with Neighbours and the Local Community

Communication with neighbours and the local community will follow procedures outlined in the Council's Media Policy and Procedure.

In the event of a pollution incident, an assessment of the requirement to notify neighbours and/or the local community will occur. The requirement to communicate is determined on the level of risk, being:-

Priority 1: Immediate, indicating very high risk/critical to human health and the environment whereby pollutants will enter the environment (e.g. waterways or airborne). The incident is immediate and threatening and immediate disruption of normal operations of the site will occur. This PIRMP is to be actioned immediately. Priority is to contact neighbours as soon as possible and implement an isolation procedure of the area (i.e. Police involvement may be necessary to assist co-ordination).

Priority 2: Indicating medium to high risk to human health and the environment whereby pollutant(s) are likely to enter the environment (e.g. waterways or airborne). The incident is likely to cause disruption to the operations at the site. Implementation of this PIRMP may be required if containment procedures fail. Close monitoring of the incident and containment procedures required and actioning of this PIRMP immediately. If required, immediate neighbours contacted directly and local community informed by media release.

Priority 3: Indicating low to medium risk to human health and the environment whereby pollutant(s) are unlikely to enter the surrounding environment (e.g. waterways or airborne). Incident is unlikely

to disrupt the operation of the quarry and can be managed under normal site incident response procedures. This PIRMP is unlikely to be implemented. Some precautions to avoid contact may be recommended in the short term (e.g. avoid swimming in local waterways etc.). The Incident Supervisor will communicate with individuals in the immediate area if necessary.

9.5.3 Community Engagement

Tweed Shire Council will notify immediately of any major pollution incidents which may have direct impact to the surrounding neighbours through telephone. Other moderate incidents will be notified as determined by Council's Media Policy.

A database is maintained on site with the names and contact details of the surrounding neighbours.

Preliminary notifications of major emergency pollution incidents will be include the following information:

- When a pollution incident occurs
- Time, date and location of the pollution incident
- What steps are being taken to address the incident, both immediately and in the longer term
- What it means to their health, safety, community and environment
- What precautions or actions they need to take

A secondary or final notification will be made when the incident is officially over to provide an update on the above.

Community notifications will be made as determined by Council's Media Policy.

9.5.4 Stakeholder and Media Management

A nominated spokesperson is determined by the nature of the incident (e.g. business unit or site specific focus). Other employees may be nominated where a matter is of a technical or specialist nature.

Primary point of contact for stakeholder and media will be Council's Contact and Call Centre.

10.0 Training and Testing

10.1 Training

On implementation of this PIRMP and after any review that results in its amendment, all relevant staff will be trained progressively. Tool box talks will be presented to educate workers of preventative actions, controls, PIRMP updates, site issues and environmental pollution incidents involved in the site. The tool box meetings will present the chance for employees to raise any concerns or issues with the projects and PIRMP. All employees, subcontractors, suppliers and visitors to the site will be notified via a site induction of the requirements on site for pollution prevention. Through tool box talks, site personnel and subcontractors will be educated on those aspects of environmental management as appropriate to the task assigned to them.

10.2 Testing

After preparation of the PIRMP, it will be tested via a mock pollution incident to ensure personnel are aware of the processes and responsibilities on site. All testing of this management plan and any supplementary amendments that are made are to be documented and stored to make it

available to EPA when requested. The PIRMP will be reviewed and maintained to ensure information in the plan is accurate and up to date.

The PIRMP will be tested after each review (refer 11.0 below). Details of testing will be recorded in Record of Testing PIRMP.

11.0 Review

This Management Plan will be reviewed and updated annually or in the case of a significant operational change or an actual pollution incident. The review will include an assessment of the effectiveness of control measures and performance against the Plan's objectives and any changes resulting in revision of the PIRMP will be recorded in the Revision Summary. The PIRMP will be made available via Tweed Shire Council's website and will be updated in line with the legislative updates.

LIST OF APPENDICES

Appendix A

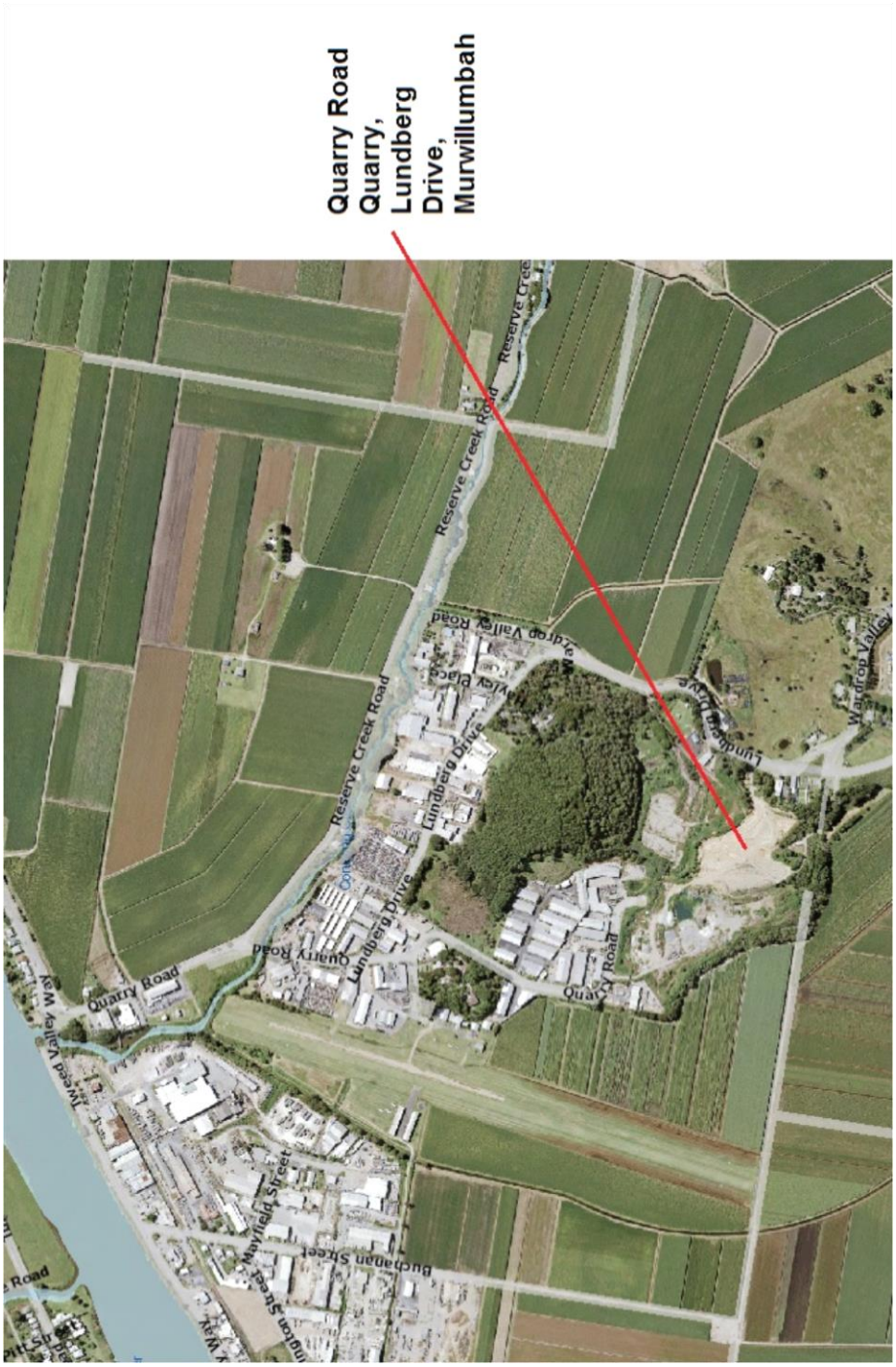
a) Quarry Road Quarry Location Map
b) Quarry Road Quarry Layout

Appendix B
Incident Assessment Form

Appendix C
PIRMP Flowchart

Appendix A

a) Quarry Road Quarry Location Map



b) Quarry Road Quarry Layout

Appendix B

INCIDENT ASSESSMENT FORM

To be completed by the Incident Supervisor (Quarry Manager or Site Supervisor)

Date and Time		**Initials**
INITIAL RESPONSE PHASE		
1. Provide short description of Incident - including Nature, and Location. Circle relevant incident:- a) Uncontrolled Discharge b) Stormwater c) Noise d) Dust e) Fire f) Other Notes: Location - record of the place where pollution incident is occurring or is likely to occur (i.e. record possible migration path, as best possible) Nature - record estimated quantity or volume and concentration of any pollutants involved (if known)	The information recorded here is to allow a initial (or brief) assessment of the risk to help determine the likely impacts, implementation of the PIRMP and/or relevant actions to be undertaken	

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Date and Time				Initials
2. Perform Brief/Initial Risk Assessment	Fill out below sections as best possible. Some points may not be applicable depending on nature of pollution incident			
3. Identify spilt material/pollutants etc (if possible)	List chemicals/materials/pollutants (if possible)			
4. Determine (i.e. best estimate)quantity of spilled material				
5. Evaluate hazards at the location				
6. Obtain a copy of relevant MSDS (if chemical spill)				
7. Evaluate the RISK and determine if the pollution incident is a high or low pollution risk and whether trivial or not. (Circle appropriate risk category)	**CRITICAL/PRIORITY 1** **Implementation of PIRMP required.** **If incident is immediate and threatening for human health - Dial 000**	**MEDIUM/ PRIORITY 2** **Implementation of PIRMP may be required, monitor pollution incident.** **If containment efforts fail, implement PIRMP.**	**LOW/ PRIORITY 3** **Unlikely PIRMP is to be implemented.** **Monitor pollution incident and containment activities.**	

Date and Time		**Initials**
ACTIONS		
Emergency Services Response Phase		
1. Clear affected area of personnel/individuals. If No, state why. For example, injured individual may not be able to be moved or Council staff may be able to implement containment activities (if deemed safe to do so)	**O** Yes **O** No	
2. Determine if evacuation of site is necessary If Yes, implement Emergency Evacuation Plan . If No, record personnel or individuals remaining on site and for what purpose (e.g. assisting in containment activities)	**O** Yes **O** No Name Purpose remaining on site	
3. Check individuals for injuries including contamination Note:- some individuals may not be aware of an injury and/or having been contaminated.	**O** Yes **O** No	

Date and Time		Initials
4. If required, administer First Aid, Decontaminate individuals (minimum15 mins in Emergency Shower). Dial 000	Details: (include names of individuals and actions taken) (attach pages if necessary) Name Contact Details	
5. Contact EPA and other authorities of incident - Implement Notification Protocol (section 7)	Record personnel delegated to undertake this task:	
6. Record all information regarding incident in preparation for arrival of Emergency Services	Ensure above sections are completed as best possible and practicable due to incident situation.	

Date and Time		**Initials**
Containment or Control Phase	Record actions as best possible including personnel delegated to tasks If 000 has been dialled, only proceed if deemed safe to do so. Cease works if incident worsens and dial 000.	
1. Determine appropriate actions to isolate/contain pollutants (if safe to do so) Ensure fire protection is available if risk of fire		
2. Contact relevant Council staff for assistance		
3. Contact EPA and other authorities if incident is not trivial - i.e. Implement Notification Protocol (section 7)	Record personnel delegated to undertake this task	
4. Monitor containment works		
5. Establish Secure Zone around incident area or evacuate and secure entire site		
6. Assign tasks to personnel		
7. Specify equipment and tools for clean-up including PPE		
8. Locate and control spilt material		

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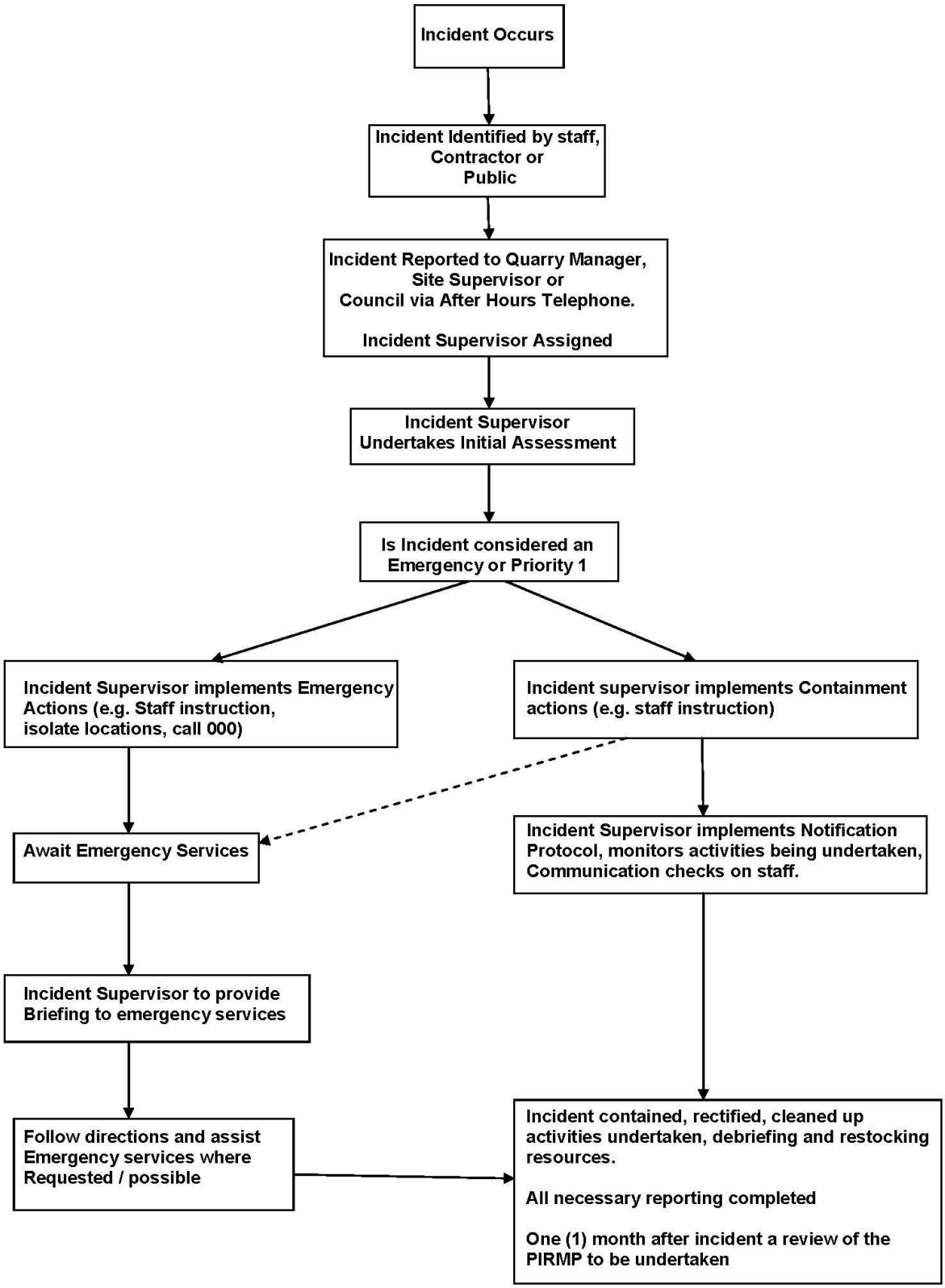
Date and Time		Initials
9. Neutralise and/or adsorb material		
10. Prepare residue for removal		
11. Verify area clear of contaminant		
12. Decontaminate reusable equipment		
13. Debrief personnel involved	**O** Yes **O** No	
14. Complete Incident Reports	**O** Yes **O** No	
15. Any Other information:		

Appendix C

PIRMP Flowchart



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