



**Pollution Incident Response  
Management Plan  
EPL 21264**

**Williamtown Sand Syndicate Pty Ltd**

398 Cabbage Tree Road,  
Williamtown

Version 6:  
19 September 2023

# Pollution Incident Response Management Plan

Williamtown Sand Quarry  
Cabbage Tree Road, Williamtown

Prepared for:

**WILLIAMTOWN SAND SYNDICATE PTY LTD**

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## Document Control:

Version	Description	Date	Author	Reviewer
1	First Revision	2019	J.Berry	R.Townsend
2	Administrative Update	15 October 2019	J.Berry	R.Townsend
3	Updated site and authority contact details	8 November 2021	R.Townsend	J.Berry
4	Updated site contact details and review of risks and responses	01/08/2022	JBerry	JBerry
5	Updated site contact details and review of risks and responses	06 February 2023	JBerry	JBerry
6	Updated site contact details and review of chemical storage and bushfire response	19 September 2023	N.Ottley	JBerry

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# 1. INTRODUCTION

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Williamtown Sand Syndicate Pty Ltd (WSS), trading as Newcastle Sand, is committed to the prevention, in so far as is reasonably practicable, of harm to the natural environment and the local community through the identification and control of environmental hazards. In the course of operations, incidents and other events may occur that require a response in order to either prevent the incident from reoccurring or to minimise negative and / or maximise positive impacts of the incident. This plan provides information and procedures to guide the response to managing a pollution incident, including reporting to authorities and the community, at 398 Cabbage Tree Road.

## 1.1 SCOPE

This PIRMP is specific to the Cabbage Tree Road Sand Quarry located at 398 Cabbage Tree Road, Williamtown. This plan applies to all activities, products and services on the site over which WSS has operational control.

## 1.2 PURPOSE

Williamtown Sand Syndicate holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for 398 (listed as 282B) Cabbage Tree Road. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept at the premises at 398 Cabbage Tree Road, Williamtown, and be made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the *Protection of the Environment Operations (General) Regulation 2009*.

NOTE: This plan has been developed in accordance with the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (General) Regulation 2009* and the NSW EPA's Guideline: *Pollution incident response management plans* (Ref. EPA 2020P2148).

## 1.3 BACKGROUND

To satisfy statutory obligations under the *NSW Protection of the Environment Operations Act 1997* (POEO Act) Part 7.5A, and associated *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) for licensed premises, WSS has in place this Pollution Incident Response Management Plan (PIRMP). It is designed to ensure the effective response to pollution Incidents, including:

- Comprehensive and timely communication to staff at the premises, the Environmental Protection Authority (EPA), other relevant authorities as specified in the POEO Act, and people outside the facility who may be affected by the impact of the pollution incident.
- Risk minimisation and control of a pollution incident at the premises by identifying risks, and the development of planned actions to minimise and manage those risks.
- Proper implementation by trained staff, and regular testing for accuracy, currency and suitability.

## 1.4 LEGISLATIVE REQUIREMENTS

Specific legislative requirements for the development and implementation of this PIRMP are provided in the following:

- Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act).
- The *Protection of the Environment Operations (General) Regulation 2022*.
- Environment Protection License (EPL) 21264.

## 2. ENVIRONMENTAL PROTECTION LICENCE (EPL) DETAILS

<b>Name of licensee:</b>	Williamtown Sand Syndicate Pty Ltd
<b>ABN:</b>	56 606 820 875
<b>EPL Number:</b>	21264
<b>Premise name and address:</b>	Cabbage Tree Road Sand Quarry 282B Cabbage Tree Road (entrance located at 398 Cabbage Tree Road) Williamtown NSW
<b>Company or business contact details:</b>	<b>Name:</b> Darren Williams <b>Position or title:</b> Owner <b>Business hours contact number/s:</b> 0429 877 704 <b>After hours contact number/s:</b> 0402 648 079 <b>Email:</b> <a href="mailto:info@newcastlesand.com.au">info@newcastlesand.com.au</a>
<b>Website address:</b>	<a href="https://www.newcastlesand.com.au/">https://www.newcastlesand.com.au/</a>
<b>Scheduled activity/activities on EPL:</b>	Crushing, grinding or separating.  Extractive Activities.
<b>Fee based activity/activities on EPL:</b>	<b>Crushing, grinding or separating</b> (100,000 tonnes to 500,000 tonnes)  <b>Extractive Activities</b> (100,000 tonnes to 500,000 tonnes)

## 3. CONTACTS

### 3.1 RESPONSIBLE PERSONS (IN EVENT OF A POLLUTION INCIDENT)

Once the first responder has followed any emergency response procedures, the Quarry Manager will be the person through whom all communications will be made, and they will be responsible for coordinating with the authorities or persons who have been notified as per **Section 3.4** and **Section 3.5**.

**Table 1: Responsible Persons**

Responsibility	Personnel Details
<b>PIRMP activation</b>	<p><i>Name of person responsible:</i> <b>Elliott Laver</b></p> <p><i>Position or title:</i> <b>Quarry Manager</b></p> <p><i>Business hours contact number/s:</i> <b>0448 483 551</b></p> <p><i>After hours contact number/s:</i> <b>0402 648 079</b></p> <p><i>Email:</i> <a href="mailto:info@newcastlesand.com.au">info@newcastlesand.com.au</a></p>
<b>Notifying relevant authorities</b>	<p><i>Name of person responsible:</i> <b>Elliott Laver</b></p> <p><i>Position or title:</i> <b>Quarry Manager</b></p> <p><i>Business hours contact number/s:</i> <b>0448 483 551</b></p> <p><i>After hours contact number/s:</i> <b>0402 648 079</b></p> <p><i>Email:</i> <a href="mailto:info@newcastlesand.com.au">info@newcastlesand.com.au</a></p>
<b>Managing response to pollution incident</b>	<p><i>Name of person responsible:</i> <b>Elliott Laver</b></p> <p><i>Position or title:</i> <b>Quarry Manager</b></p> <p><i>Business hours contact number/s:</i> <b>0448 483 551</b></p> <p><i>After hours contact number/s:</i> <b>0402 648 079</b></p> <p><i>Email:</i> <a href="mailto:info@newcastlesand.com.au">info@newcastlesand.com.au</a></p>



## 3.2 REQUIREMENTS FOR NOTIFICATION OF A POLLUTION INCIDENT

A pollution incident is required to be *immediately* notified if there is a risk of 'material harm to the environment', defined in section 147 of the POEO Act (1997) as:

- a) *Harm to the environment is material if:*
  - (i) *It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or*
  - (ii) *It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and*
- b) *Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practical measures to prevent, mitigate or make good harm to the environment.*

These provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident.

## 3.3 RELEVANT INFORMATION TO BE GIVEN WHEN NOTIFYING THE POLLUTION INCIDENT

According to section 150 of the POEO Act (1997) when notifying the incident to the regulatory authorities is as follows:

- a) *Time, date, nature, duration and location of the incident;*
- b) *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;*
- d) *The circumstances in which the incident occurred (including the cause of the incident if known);*
- e) *Action taken or proposed to be taken to deal with the incident any resulting pollution or threatened pollution, if known; and*
- f) *When the information relating to items c), d) or e) is not known at the time of verbal notification, this information must be provided once it becomes available.*



### 3.4 CONTACT DETAILS OF THE RELEVANT AUTHORITIES TO BE NOTIFIED

**Call 000 if the incident presents an immediate threat to human health or property.** Fire and Rescue NSW, the NSW Police, and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

In line with Part 5.7 of the *Protection of Environment Operations Act 1997* (POEO Act) the notifications as per Table 2 will occur when material harm (as defined by Section 147 of the POEO Act) to the environment is caused or threatened.

**Table 2: Relevant Authorities**

Priority	Person / Authority	Contact Number	Comment
1	Fire and Rescue NSW,  NSW Police,  NSW Ambulance Service	<b>000</b>	<b>Call 000 if the incident presents an immediate threat to human health or property.</b>  Fire and Rescue NSW, the NSW Police, and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.
2	Williamstown Sand Syndicate Pty Ltd	<b>0429 877 704.</b>	Notify Williamstown Sand Syndicate Pty Ltd Office
3	Hunter Water	1300 657 000	Contact number is for 'Faults and Emergencies'.
4	Port Stephens Council	<b>(02) 4988 0255</b>	After Hours Emergency is also <b>(02) 4988 0255)</b>
5	Environment Protection Authority (EPA)	<b>(02) 4908 6800</b>	Contact number is for Newcastle Office  Wider incidents Line <b>131 555</b> if Newcastle Office unavailable.
6	The Division of Resources and Energy (DRE)	<b>1300 736 122</b>	
7	NSW Health	<b>(02) 4924 6477</b>	Newcastle Office – which diverts to John Hunter Hospital. Ask for Public Health Officer on call.
8	Department of Planning and Environment	1300 305 695	Alternate email contact is <a href="mailto:compliance@planning.nsw.gov.au">compliance@planning.nsw.gov.au</a>

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 NSW WorkCover.

### 3.5 COMMUNICATING WITH NEIGHBOURS AND THE LOCAL COMMUNITY

***Note: Contact details of neighbouring landholders are available in Appendix B – removed for website display.***

Based on the review of likely incidents, the occurrence of an incident with potential for material impacts on adjoining residential properties is unlikely, with bushfire ignition likely to be the only incident capable of requiring urgent response to protect neighbouring property. However, communicating with neighbours and the local community is an important element in managing the response to any incident.

Notification will be undertaken if offsite environmental impacts and/or human health is threatened, under the determination of Quarry Manager.

WSS will formally contact properties in close proximity to the Quarry's boundary (please refer to Figure 1 & Appendix B), with priority and consideration given to notifying any sensitive premises in close proximity.

Information provided to the community will be relevant to the incident and may include the following details:

- Type of incident that has occurred.
- Potential impacts to local landholders and the community.
- Newcastle Sand site contact details.
- Advice or recommendations based on the incident type and scale.

Once the first responder has followed any emergency response procedures, the Quarry Manager will be the person through whom all communications will be made, and they will be responsible for co-ordinating with the authorities or persons who have been notified as per Section 3.4 and Section 3.5.

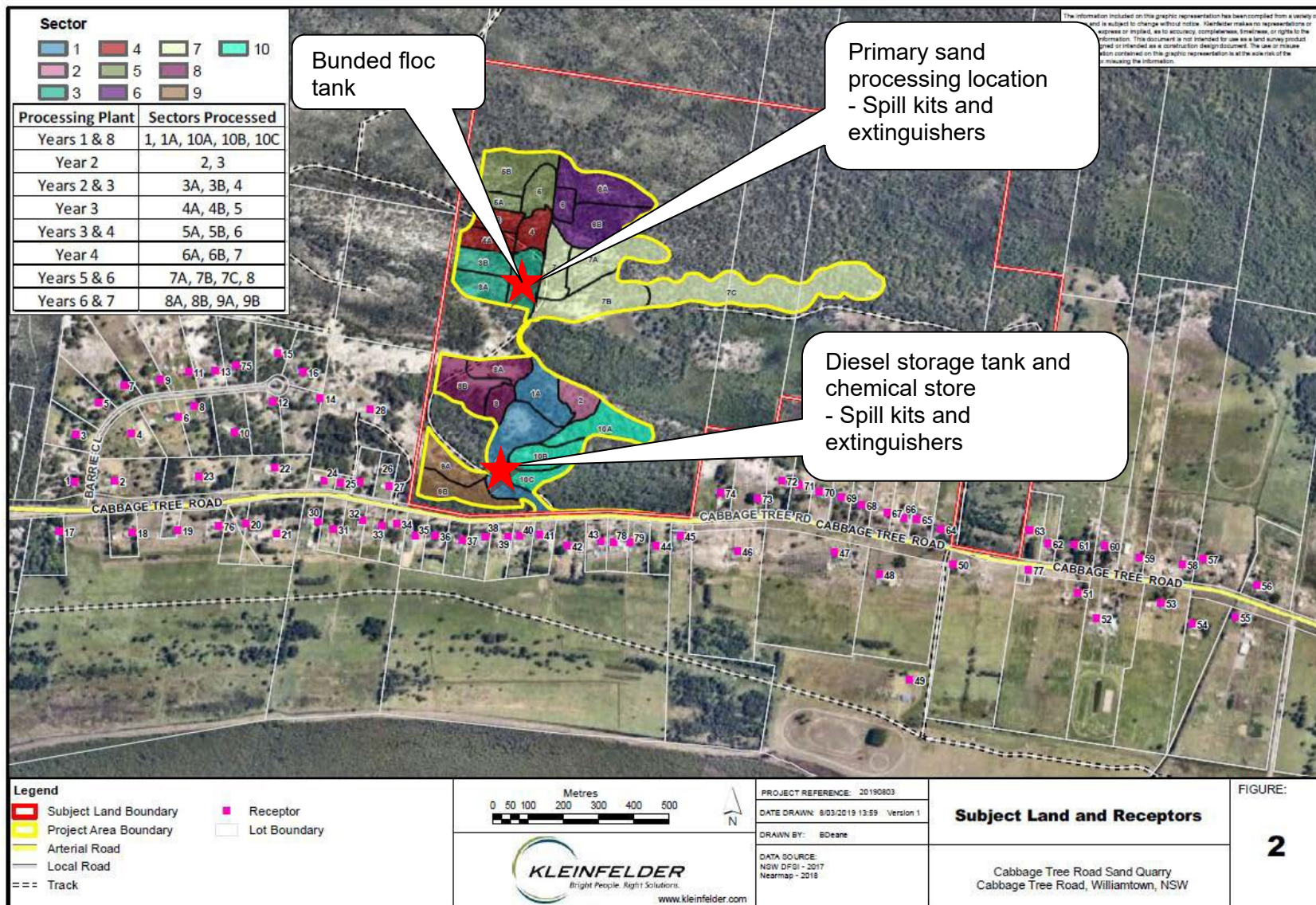


Figure 1: Adjacent Land Ownership Map



## 4. DESCRIPTION AND LIKELIHOOD OF HAZARDS

This section provides a review of the potential hazards to human health or the environment associated with the activity being undertaken at the premises, the likelihood of any such hazards occurring, and pre-emptive actions to minimise or prevent risk of harm to human health or the environment arising from activities undertaken at the premises which are identified in **Table 3**.

Sand quarrying, by nature of the activity, has limited risks associated with pollution incidents. A risk assessment has identified Bushfire, Hydrocarbon Spills and PFAS detection to be events that have a low likelihood to occur. Dust has also been considered; however, measured air quality exceedances would be notified in line with the Department of Planning and Environment (DPE) framework.

**Table 3: Potential hazards, associated likelihood, pre-emptive and response actions.**

Potential Hazard	Likelihood	Pre-emptive Actions	Actions to be taken during or immediately after a pollution incident
<b>Bushfire</b> (Ignition source e.g. heat from combustion engine / fuel presence e.g. native vegetation). Risk of ignition to bushland resulting in bushfire. If uncontrolled risks to neighbouring property. Highest risks likely during strong hot north westerly winds pushing fire south east. Broad areas within quarry with limited vegetation provides some protection to onsite personnel.	Low	Appropriate fire fighting equipment onsite. Portable fire fighting equipment on mobile plant. Fire response training. Maintain existing trails onsite to enable access or exit. Maintain 10m asset protection zone around timber stockpiles to the adjoining woodland. Ensure bushfire risk is considered when undertaking clearing works, and added controls are introduced or works rescheduled.	Report incident as per section 3.4 and 3.5 of this PIRMP.  Apply fire response training.
<b>Hydrocarbon Spill</b> (Service Truck/ Delivery to site) or puncture of onsite tank: A significant release of hydrocarbons is possible from a vehicle accident involving a diesel delivery truck, field service truck or diesel tank.  Spills greater than 30 L	Low	Maintenance of spill kits at high risk sites, such as workshops and portable spill kits kept on service trucks and delivery trucks Maintain bunded chemical cabinet. Maintain bunded pallet. Maintain collision protection for storage tanks.	Report incident. Contain released hydrocarbons with spill containment booms, mats, etc, or cutting a sump/ pushing up bunding. Where possible, prevent hydrocarbons entering drainage lines or from leaving site. Recover liquid waste (vacuum truck to be hired via waste contractors) and ensure disposal via licenced waste contractor.

Potential Hazard	Likelihood	Pre-emptive Actions	Actions to be taken during or immediately after a pollution incident
should be reported to HWC and EPA.			Implement soil and water sampling program to delineate hydrocarbon impacted area. Recover all hydrocarbon impacted material and dispose of with an approved waste management facility.
<b>Spill of Flocculant /Coagulant</b>  These are kept within 1,000L IBCs within a bunded shipping container. Risk of spill likely related to transport of these to the container.  These are non-hazardous and unlikely to spread offsite owing to their nature (i.e. coagulating). Highest risk of these would be leaking to surface water bodies – no surface water onsite.	Negligible	Selection of low toxicity chemicals  Storage within a bunded container.	Follow SDS for spills:  Generally: Contain spill to prevent access to water way, use absorbent sand or soil to clean up, dispose to licensed facility or process within wash plant.
<b>PFAS Identification</b> (monitoring identifies PFAS within surface water or groundwater onsite)	Low	Nil – external source. Quarry floor level maintained above maximum predicted groundwater level.  Deeper excavation avoided.	Comply with requirements in the Soil and Water Management Plan.
<b>Major Sediment Release from Wash Plant</b>  Note. Day to day operations require the maintenance and removal of sediments from wash plant tanks, this is not of concern. Key risk would be complete failure of tank through rupture of a tank wall or toppling of tank.  Note. Even in the event of a spill, this would release water and sediments recovered from site back to the site, it is highly unlikely to reach any dam	Low	Ensure tanks are suitably installed and protected from incidental vehicle collision.	Contain spill from leaving bounds of site where possible.  If spill goes beyond site prepare clean up plan.

Potential Hazard	Likelihood	Pre-emptive Actions	Actions to be taken during or immediately after a pollution incident
or waterway.			
<b>Sediment release from infiltration basins</b> Infiltration onsite generally occurs shortly after rainfall, there is no risk of sediment dam failure owing to shallow nature of basins.	Negligible	Maintain sediment basins through removal of fine sediment build up.	Nil required.
<b>Dust</b> Excavations, vehicle movements	Negligible	Real time dust monitoring network.  Visual observations.  Air Quality Management Plan	Dust levels will be closely monitored via the pre-emptive actions detailed. Exceedances of limits are only expected if external dust events impact the site, i.e when background dust levels are elevated during severe weather events. As such a site-specific Pollution Incident Response relating to dust is not considered necessary.  However, in the unlikely event that dust exceeds the 24 hour quarry contribution criteria (50 mg/m <sup>3</sup> ), due to the quarry operations, that has the potential to affect health and is not related to external factors, neighbouring landholders will be contacted and the incident reported as per section 3.4 and 3.5 of this PIRMP and as per the Air Quality Management Plan.
<b>Noise</b> Unscheduled noise generating activity with potential to disturb neighbours.	Negligible	Apply noise management plan.	Refer to Noise Management Plan

## 4.1 INVENTORY OF POLLUTANTS

Cabbage Tree Road Quarry premises stores, handles and uses a small amount of materials in its operation, and safe handling is conducted in accordance with the Safety Data Sheets (SDS). **Table 4** below presents the type, maximum volume and location of potential pollutants stored at the licenced premises. See Appendix A for a site map, including the locations of the workshop which contains potential pollutants.

**Table 4: Potential Pollutants Stored at the Site**

Potential Pollutant	Maximum Quantity	Storage Location
Diesel *	10,000 L	Workshop (self-bunded tank)
Diesel *	500 L	Mobile diesel tank
Petrol *	20 L	Workshop
Engine Oil	200 L	Workshop
Hydraulic Oil	200 L	Workshop
Flocculants and Coagulants	3-4 x 1,000L IBC 6-8 x 20kg bag of dry powder	Bunded shipping container at processing plant

\*refilled and managed by mobile road registered diesel fuel trucks.



## 5. INCIDENT RESPONSE SAFETY EQUIPMENT

**Table 5** below summarises the equipment and resources available to assist with the management of an environmental incident to minimise harm to the environment and persons on the premises.

**Table 5: Available Safety Equipment and Resources**

Equipment or Resource	Location
Spill kits	Workshop, Mobile Plant, Processing Plant, and Diesel Tank
Fire fighting equipment (Fire extinguisher and/or blanket)	Workshop, Processing Plant, Mobile Plant, vehicles and office
Water tank 20,000L	Onsite near office area
Reticulated water supply	Near office and at processing plant

Note: In the event of a major diesel leak or fire, personnel are to follow the site's emergency plan and follow the directives as given by the Chief Warden. People are only to fight a fire if trained and they are not putting themselves at risk.

### 5.1 STAFF TRAINING

General information relating to incident management and emergency response shall be included in all site inductions. All personnel must complete the induction prior to operating machinery onsite. Records of inductions are controlled electronically using the site specific Induction software.

### 5.2 AVAILABILITY OF PLANS

The PIRMP will be maintained, in written form, at the site office, and shall be made readily available to those responsible for its implementation and to an authorised officer on request, as well as to anyone requesting the plan in writing generally within 14 days of the request being made.

## 6. TESTING AND UPDATING OF PIRMP

The PIRMP will be tested routinely at least once every 12 months, to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner.

**Testing should include, but not be limited to the following:**

- **Review for any change in contact details for neighbouring land owners / residents.**
- **Review for changes in agency contacts**
- **Review for changes in the storage of pollutants kept onsite.**
- **Review of potential risks.**
- **Run through response for two highest risk events.**

Records of testing should be recorded in Appendix C, maintained in hard copy onsite. Any updates to the PIRMP will be detailed within the document control panel of this document.

## 7. STAFF TRAINING

Site personnel will have access to this PIRMP within the site office and are informed of the nature and contents of the PIRMP during initial inductions.

The quarry manager highlights the key risks onsite during daily toolbox talks.

Training for employees in application of spill containment and fire suppression equipment is completed on a routine basis.

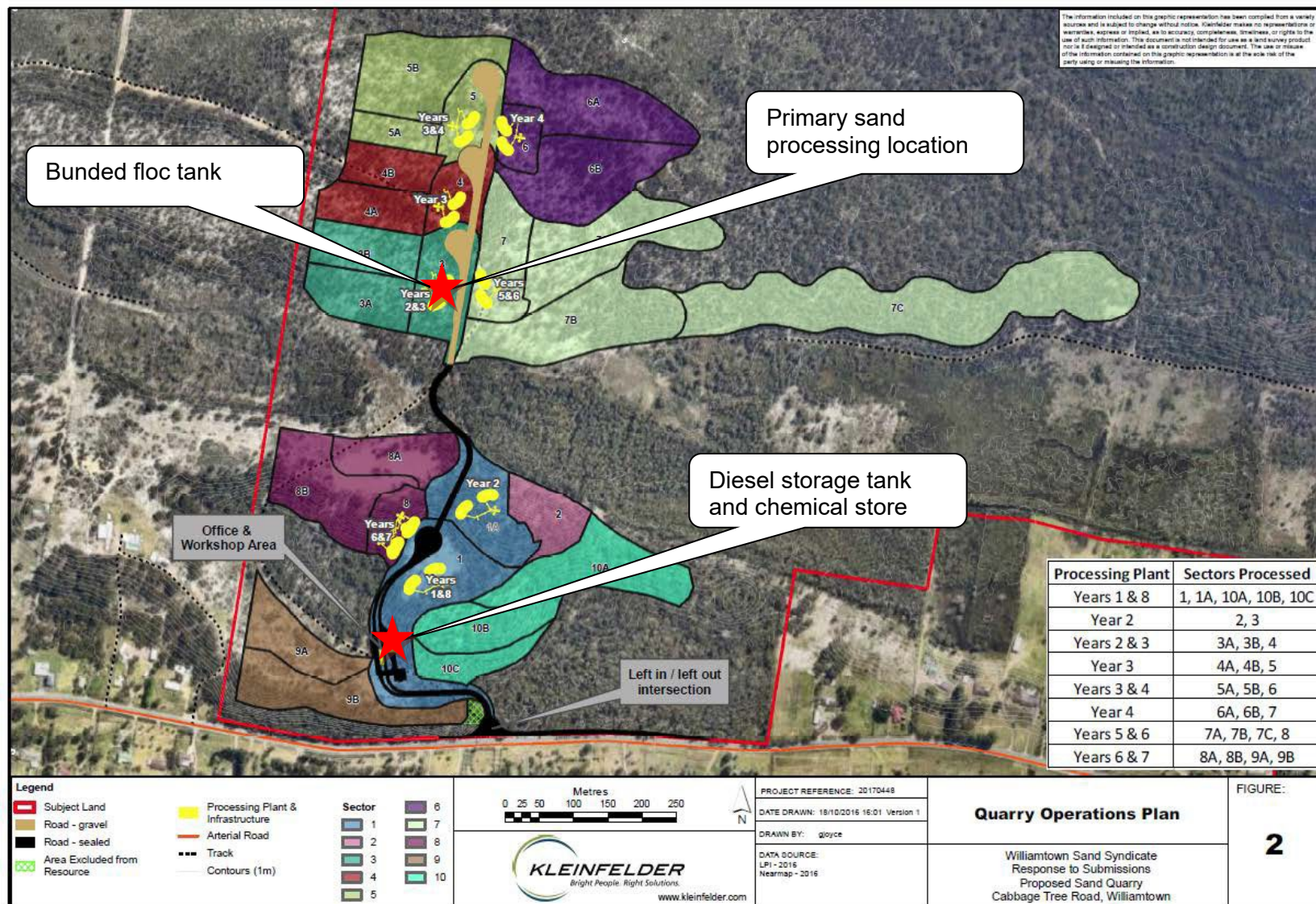
## 8. LIST OF SUPPORTING DOCUMENTS

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Supporting documents to be accessed via [www.newcastlesand.com.au](http://www.newcastlesand.com.au)

- Air Quality Management Plan.
- Noise Management Plan.
- Soil and Water Management Plan.

## **APPENDIX A: SITE MAP INCLUDING LOCATION OF POTENTIAL POLLUTANTS**



## **APPENDIX B: CONTACT DETAILS FOR NEIGHBOURING LANDHOLDERS**

*Removed for website version*

## APPENDIX C: TESTING RECORD

[illegible]



Date	Tested By	Details of Test	Test Findings (include any issues or changes to PIRMP required)	Next Scheduled Testing Date (must be less than 12 months from last test)