



**Pollution Incident Response
Management Plan
EPL 21264**

Williamtown Sand Syndicate Pty Ltd

398 Cabbage Tree Road,
Williamtown NSW 2318

Version 8:
22 August 2025

Pollution Incident Response Management Plan

Williamtown Sand Quarry
Cabbage Tree Road, Williamtown

Prepared for:

WILLIAMTOWN SAND SYNDICATE PTY LTD

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Version	Description	Date	Author	Reviewer
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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

Williamtown Sand Syndicate Pty Ltd (WSS), trading as Newcastle Sand and operating Cabbage Tree Road Sand Quarry. WSS is committed to the prevention, as far as reasonably practicable, of harm to the 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 relevant authorities and the community.

1.1 SCOPE

This Pollution Incident Response Management Plan (PIRMP) is specific to the Cabbage Tree Road Sand Quarry located at 398 Cabbage Tree Road, Williamtown NSW. 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 (EPL) with the NSW Environment Protection Authority (EPA). As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an EPL must prepare, keep, test and implement 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 2022*.

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 2022 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 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. ENVIRONMENT PROTECTION LICENCE (EPL)

DETAILS

Table 1 below outlines EPL 21264 key details and information.

Table 1: Environment Protection Licence Information

Licence Information	Details
Name of licensee:	Williamtown Sand Syndicate Pty Ltd
ABN:	56 606 820 875
EPL Number:	21264
Premise name and address:	Cabbage Tree Road Sand Quarry 282B Cabbage Tree Road (entrance located at 398 Cabbage Tree Road) Williamtown NSW
Company or business contact details:	<p>Name: Darren Williams</p> <p>Position or title: Owner</p> <ul style="list-style-type: none"> Business hours contact number/s: 0429 877 704 After hours contact number/s: 0402 648 079 Email: info@newcastlesand.com.au
Website address:	https://www.newcastlesand.com.au/
Scheduled activity/activities on EPL:	Crushing, grinding or separating. Extractive Activities.
Fee based activity/activities on EPL:	<p>Crushing, grinding or separating (100,000 tonnes to 500,000 tonnes)</p> <p>Extractive Activities (100,000 tonnes to 500,000 tonnes)</p>

3. CONTACTS

3.1 RESPONSIBLE PERSONS

In the event of a pollution incident and the first responder has followed any emergency response procedures, the Quarry Manager will be the person through whom all communications will be made. The Quarry Manager 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
PIRMP activation	<i>Name of person responsible:</i> Elliott Laver <i>Position or title:</i> Quarry Manager <i>Business hours contact number/s:</i> 0448 483 551 <i>After hours contact number/s:</i> 0402 648 079 <i>Email:</i> info@newcastlesand.com.au or environment@newcastlesand.com.au
Notifying relevant authorities	<i>Name of person responsible:</i> Elliott Laver <i>Position or title:</i> Quarry Manager <i>Business hours contact number/s:</i> 0448 483 551 <i>After hours contact number/s:</i> 0402 648 079 <i>Email:</i> info@newcastlesand.com.au or environment@newcastlesand.com.au
Managing response to pollution incident	<i>Name of person responsible:</i> Elliott Laver <i>Position or title:</i> Quarry Manager <i>Business hours contact number/s:</i> 0448 483 551 <i>After hours contact number/s:</i> 0402 648 079 <i>Email:</i> info@newcastlesand.com.au or environment@newcastlesand.com.au

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 WHEN NOTIFYING AN INCIDENT

Relevant information to be provided when notifying the pollution incident in accordance with 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 RELEVANT AUTHORITIES

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. Immediate notification (promptly without delay) will be undertaken to the relevant authorities.

Table 2: Relevant Authorities to be Notified under POEO Act s148 (when relevant)

Person / Authority	Contact Number	Comment
Emergency Services: Fire and Rescue NSW, NSW Police, NSW Ambulance Service	000	<u>Call 000 if the incident presents an immediate threat to human health or property.</u> 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.
Environment Protection Authority (EPA) (ARA for EPL holder)	(02) 4908 6800	In an event that material harm to the environment has occurred the contact number (left) is for the Newcastle Office. Wider incidents 24/7 on 131 555 if Newcastle Office unavailable.
Williamstown Sand Syndicate Pty Ltd	0429 877 704	Notify Williamstown Sand Syndicate Pty Ltd Office
Hunter Water	1300 657 000	Contact number is for 'Faults and Emergencies' where it impact to Hunter Water assets.
Port Stephens Council	(02) 4988 0255	After Hours Emergency (02) 4988 0255
NSW Health	(02) 4924 6477	Newcastle Office – which diverts to John Hunter Hospital. Ask for Public Health Officer on call.
Department of Planning, Housing and Infrastructure (DPHI)	1300 305 695	Contact: compliance@planning.nsw.gov.au
Safework NSW	13 10 50	In the event of a notifiable incident—such as a death, serious injury or illness, or dangerous incident to a person has occurred. General enquiries can also be submitted via SafeWork NSW's online enquiry form or at contact@safework.nsw.gov.au

Person / Authority	Contact Number	Comment
NSW Resources Regulator	1300 814 609	Mines and quarries notifiable incidents under the <i>WHS (Mines and Petroleum Sites) Act 2013</i> .

3.5 COMMUNICATING WITH NEIGHBOURS & COMMUNITY

Note: Contact details of neighbouring landholders are available in Appendix B – removed for website display. The publicly available version excludes personal information in accordance with the Privacy and Personal Information Protection Act 1998.

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

The community will be notified through the Newcastle Sand website, door knocks, phone calls and/or SMS as soon as practicable. The Quarry Manager will contact the most immediate surrounding residents to ensure early intervention and practical advice as soon as practicable.

WSS will formally make contact through the methods above, the properties near the Quarry's boundary. 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.

Example advice may include:

- Evacuation procedures in the case of bushfire risk
- Closing windows and remaining indoors during dust or smoke events
- Avoiding the use of bore or surface water if waterway contamination is suspected
- Following official instructions provided by emergency services

Notifications will be clear, timely, and provide practical actions for neighbours to reduce potential health and environmental impacts. Where appropriate, updates will also be posted on the Newcastle Sand website and through the Community Consultative Committee.

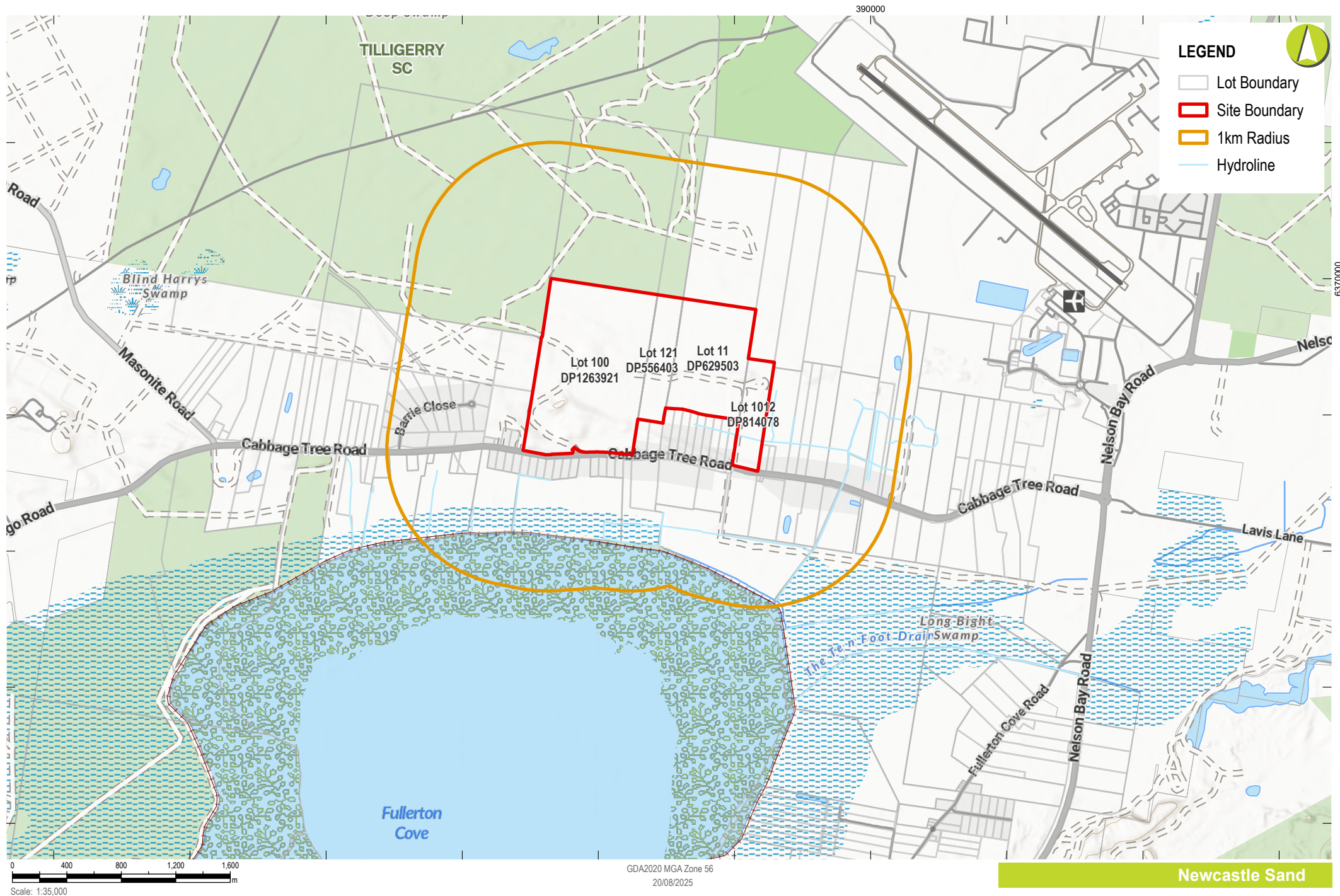
Once the first responder has followed any emergency response procedures, the Quarry Manager will be the person through whom all communications will be made, and they will be responsible for coordinating with the authorities or persons who have been notified as per **Section 3.4** and **Section 3.5**.

3.6 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, Housing and Infrastructure (DPHI).

See **Figure 1** below outlining the likely distribution of potential pollution in an incident from site. The map shows a 1 km radius buffer, and hydrological features draining south into Fullerton Cove. This provides an overview of the potential pathways for pollutant migration and the general area in which neighbouring residents and environmental receptors may be affected.



Likely Distribution of Potential Pollution

FIGURE 1

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

Hazard Category	Potential Hazard	Likelihood	Pre-emptive Actions	Actions Post Incident
Bushfire	<ul style="list-style-type: none"> • (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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Report incident as per section 3.4 and 3.5 of this PIRMP. • Apply fire response training.

Pollution and Incident Response Management Plan

Hazard Category	Potential Hazard	Likelihood	Pre-emptive Actions	Actions Post Incident
Hydrocarbon Spill (Service Truck/ Delivery to site)	Spill 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 30L should be reported to HWC and EPA.	Low	<ul style="list-style-type: none"> Maintenance of spill kits at high risk sites, such as workshops and portable spill kits kept on service trucks and delivery trucks Maintain banded chemical cabinet. Maintain banded pallet. Maintain collision protection for storage tanks. 	<u>Report incident.</u> 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 licensed waste contractor.
				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.

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Hazard Category	Potential Hazard	Likelihood	Pre-emptive Actions	Actions Post Incident
Spill of Flocculant / Coagulant	<p>These are kept within 1,000L IBCs within a bunded shipping container. Risk of spill likely related to transport of these to the container.</p> <p>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.</p>	Negligible	<ul style="list-style-type: none"> Selection of low toxicity chemicals Storage within a bunded container. 	<p>Follow SDS for spills.</p> <p>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.</p>
PFAS Identification	Monitoring identifies PFAS within surface water or groundwater onsite.	Low	<ul style="list-style-type: none"> Quarry floor level maintained above maximum predicted groundwater level. Deeper excavation avoided. 	Comply with requirements in the Soil and Water Management Plan.
Major Sediment Release from Wash Plant	<p>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.</p> <p>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 or waterway.</p>	Low	Ensure tanks are suitably installed and protected from incidental vehicle collision.	<p>Contain spill from leaving bounds of site where possible.</p> <p>If spill goes beyond site prepare clean up plan.</p>
Sediment release from infiltration basins	Infiltration onsite generally occurs shortly after rainfall, there is no risk of sediment dam failure due to the shallow nature of basins.	Negligible	Maintain sediment basins through removal of fine sediment build up.	Nil required.

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Hazard Category	Potential Hazard	Likelihood	Pre-emptive Actions	Actions Post Incident
Dust	Excavations, vehicle movements	Negligible	<ul style="list-style-type: none"> Real time dust monitoring network. Visual observations. Air Quality Management Plan 	<p>Dust levels will be closely monitored via the detailed pre-emptive actions. 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.</p> <p>However, in the unlikely event that dust exceeds the 24 hour quarry contribution criteria (50 mg/m³), 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.</p>

3.7 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 licensed premises. See **Figure 2** and **Figure 3** for a site map, including the locations of the workshop which contains potential pollutants.

Table 4: Potential Pollutants Stored at Newcastle Sand

Potential Pollutant	Maximum Quantity	Storage Location	Key Hazards	Preventative Measures	Spill / Incident Response	Disposal
Diesel *	10,000 L	Workshop (self-bunded tank) and mobile storage tank (500L)	Flammable liquid, harmful to aquatic life	Bunded self-contained tank, regular inspections, spill kits nearby	Stop source, contain spill with booms/pads, notify EPA if >150 L, prevent entry to drains/waterways	Recovered fuel and contaminated material to licensed waste contractor
Petrol *	20 L	Workshop	Flammable, toxic to aquatic life	Stored in approved container, bunded area	Absorb with sand/soil, use spill kit, ventilate area	Dispose via licensed waste contractor
Engine Oil Volvo / Hydraulic Oil	200 L each	Workshop	Slips, aquatic toxicity if released	Bunded pallet storage, labelled containers	Use absorbent pads/soil, prevent entry to drains, notify EPA if significant	Contaminated absorbents disposed to licensed facility
Coagulants	3-4 x 1,000L IBC 6-8 x 20kg bag of dry powder (one pallet of Zetag manufactured by Solenis)	Bunded shipping container at processing plant	Toxic to aquatic life	Store in bunded container, keep sealed when not in use, away from drains	Contain spill with absorbent sand/soil, prevent entry to water, follow SDS for cleanup	Dispose to licensed facility per SDS
Flocculants	Variable (managed on site)	Process Plant	Suspended solids, possible PFAS residues	Routine monitoring, sediment management program	Prevent overflow, pump to sealed containers	Transport to approved waste facility if contaminated

Pollution and Incident Response Management Plan

Potential Pollutant	Maximum Quantity	Storage Location	Key Hazards	Preventative Measures	Spill / Incident Response	Disposal
Paint enamel, Lubricants, Wash and Brake Cleaner	20L	Workshop	Flammable, toxic	Bunded cabinet, sealed container	Absorb with sand/soil	Licensed waste contractor

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



Figure 3: Location of First Aid, Muster Points and Fire Safety Equipment

4. 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. **Figure 3** outlines the locations of fire safety equipment, traffic route on site, first aid locations and emergency muster points.

Table 5: Available Safety Equipment and Resources

Equipment or Resource	Location
Spill kits	Workshop, Mobile Plant, Processing Plant, and Diesel Tank
Firefighting 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 Chief Warden. People are only to fight a fire if trained and they are not putting themselves at risk.



Key

- Traffic In
- Traffic Out
- One Way Traffic
- Pedestrians
- Car Park
- Overflow carpark
- Toilets
- Office
- Water Cart fill Plant
- Bollards
- Muster Point
- Fire extinguisher
- Defibrillator
- First Aid
- Eye wash

4.1 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.

4.2 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.

5. TESTING AND UPDATING OF PIRMP

The PIRMP will be tested routinely at least once every 12 months and after any pollution incident 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. In addition to the annual test the PIRMP will be tested within one month after any pollution incident.

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 B**, maintained in hard copy onsite. Any updates to the PIRMP will be detailed within the document control panel of this document.

6. 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 and is responsible for keeping and maintaining records including changes in contact details when provided with them. Training for employees in application of spill containment and fire suppression equipment is completed on a routine basis and refresher training is completed annually.

7. LIST OF SUPPORTING DOCUMENTS

Supporting documents to be accessed via www.newcastlesand.com.au

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

APPENDIX A: CONTACT DETAILS FOR NEIGHBOURING LANDHOLDERS

Removed for website version

APPENDIX B: TESTING RECORD

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)
November 2021	J.Berry Environmental Consultant	Updated PIRMP contact details and PIRMP document revision	No further action required	November 2022
August 2022	Shane Burton Quarry Manager	Fuel spill/ training, FEL backed into fuel tank causing rupture in tank, spill kit used, employee response, sand and spag sorb used to contain spill, bag and remove materials	Site has responded appropriately for the PIRMP test, no direct actions required by the findings of the drill.	August 2023
August 2022	J.Berry Environmental Consultant	Desktop assessment of risks and responses	No further action required	August 2023
February 2023	J.Berry Environmental Consultant	Desktop assessment of risks and responses	No further action required	February 2024
September 2023	Elliott Laver Quarry Manager	Drill: Truck fire emergency response, clean up of area, notify neighbor's and airport of toxic smoke	Site has responded appropriately for the PIRMP test, no direct actions required by the findings of the drill	September 2024
September 2024	Elliott Laver Quarry Manager	DRILL: McCloskey S190 Screening plant Hydraulic Tank rupture. <ul style="list-style-type: none"> 450L approximately 5m in the area. 	Response: Site has responded appropriately for the PIRMP test, no direct actions required by the findings of the drill.	September 2025

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)
		<ul style="list-style-type: none"> • Pollutant originated from the hydraulic tank. • Pollutant went to the sand and earth below the machine. • Spill kit used to contain the fluid, workers used absorbent mats to remove oil. • All oil and material was disposed of at an appropriate facility. 		