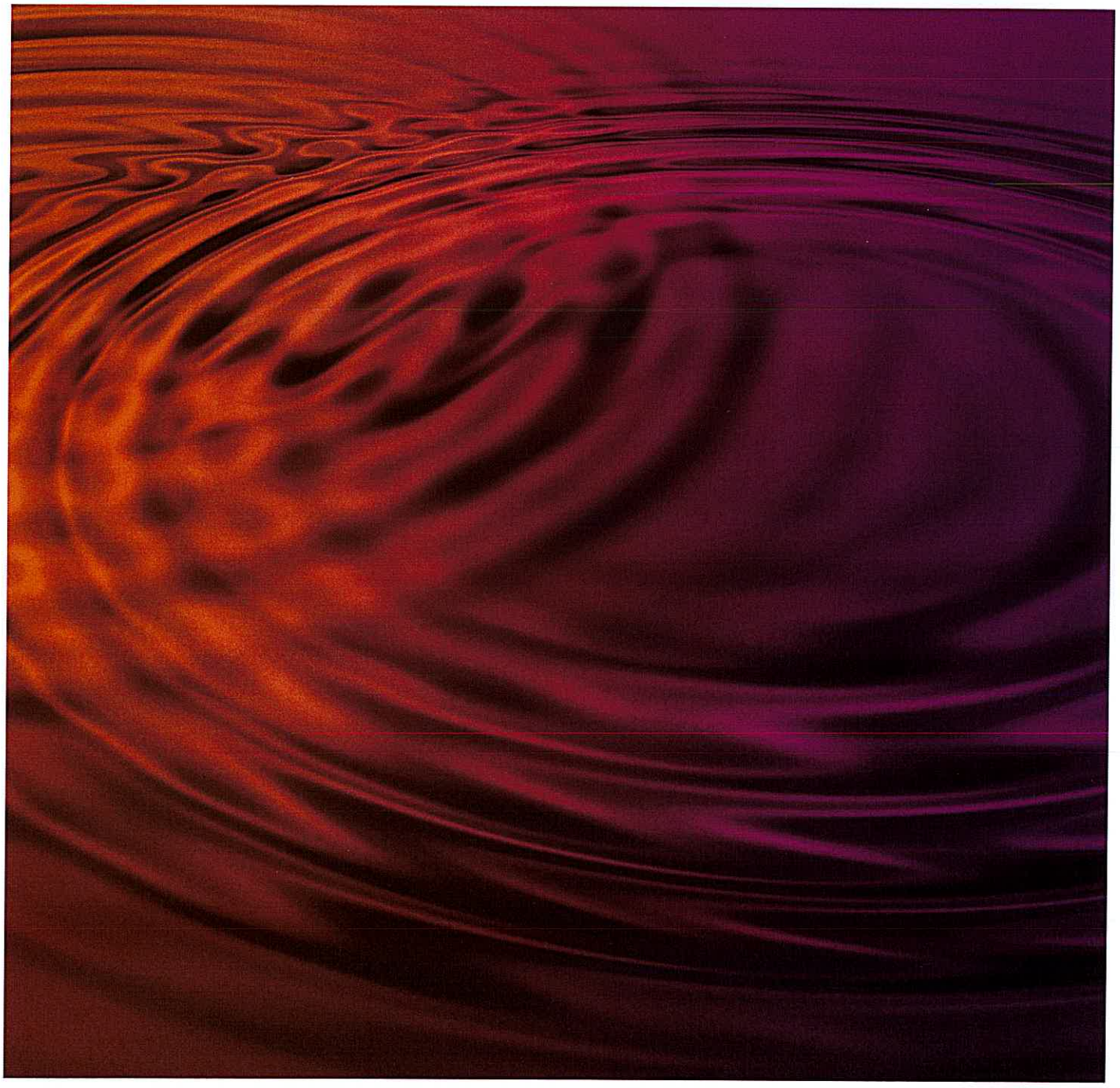
Pollution Incident Response Management Plan - webpage

Helipad, Port Authority of New South Wales–Newcastle (EPL# 10772)



Quality Information

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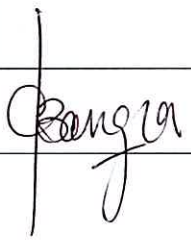
Revision	Revision Date	Details	Authorised	
			Name/Position	Signature
A	11-Jul-2012	Draft	Graham Taylor Technical Director - Environment	
B	13-Aug-2012	Draft (updated following NPC comments)	Graham Taylor Technical Director - Environment	
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Appendix A

Figure 1 **Error! Bookmark not defined.**

Appendix B

Inventory of Pollutants B-1

What to do if a pollution incident occurs

A "pollution incident" is an incident that causes or threatens material harm to the environment (see Section 1.1)

Take immediate action to ensure the safety of people at the site and minimise the impact of the event

(If safe to do so)

If the pollution incident presents an immediate threat to human health or property

Phone: 000 for emergency assistance

If the incident does not require an initial combat agency, or once the 000 call has been made, notify VTS (24/7) of the incident and all relevant information about it by phoning:

Port Authority of New South Wales-Newcastle Emergency Line: (02) 4929 3890

Contact	Phone number
EPA Environment Line	*131 555 / 02 9995 5555*
SafeWork NSW	*13 10 50*
The City of Newcastle	*Water pollution incident reporting: (02)49742000* *Environmental Services Unit: (02) 49742000*
Fire & Rescue NSW	*000 / 0249 272520 (Newcastle East)*

Following notification, follow the below emergency and incident response procedures:

- Newcastle Incident Control Plan
- Helicopter Operations Management Plan
- Auriga Aviation Emergency Response Plan.

Which procedure to be followed will depend on the nature and size of the incident, which will be determined by onsite management, at the time of the incident.

1.0 Introduction

This Pollution Incident Response Management Plan (PIRMP) has been prepared for Port Authority Helipad site at Carrington (and a condition of EPL #10772). The PIRMP sets out the procedure to be followed in the event of a pollution incident at the site.

1.1 What is a pollution incident?

In accordance with the Protection of the Environment Operations Act 1997 (POEO Act) section 153F, if a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, the person carrying on the activity must immediately implement any pollution incident response management plan in relation to the activity.

'Pollution incident 'is defined in the dictionary of the POEO Act as:

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

'Material harm' is defined in section 147 of the POEO Act. Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred.

147 Meaning of material harm to the environment

(1) For the purposes of this Part:

(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 $50,000 (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.

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

1.2 Immediate notification

EPL licensees, and anyone conducting an activity or occupying a premise who becomes aware of a pollution incident are required to report the pollution incident **immediately** (under section 148 of the POEO Act).

'Immediate' means licensees need to report pollution incidents promptly and without delay. Failure to notify of a pollution incident in accordance with the requirements of the POEO Act can incur $2 million fine(s). The duty to notify does not apply to a pollution incident involving only the emission of an odour and does not include an incident or set of circumstances involving only the emission of noise.

2.0 Requirements of the PIRMP

The legislative requirements of the PIRMP and where these requirements have been met in this document are shown in Table 1. The parts of the PIRMP that must be made publicly available are identified in Table 1.

Table 1 Legislative requirements of the PIRMP

Legislation	Requirement	Where this requirement is met	Publicly available?
POEO Act: Part 5.7A Duty to prepare and implement Pollution Incident Response Management Plans			
153A Duty of licence holder to prepare pollution incident response management plan	The holder of an EPL must prepare a PIRMP that complies with this part in relation to the activity to which the licence relates.	This PIRMP in conjunction with: – Auriga Aviation's Emergency Response Plan (ERP). – Newcastle Incident Control Plan.	
153C Information to be included in plan	A PIRMP must be in the form required by the regulations and must include the following: a) the procedures to be followed by the holder of the relevant EPL, or the occupier of the relevant premises, in notifying a pollution incident to: i) the owners (Port of Newcastle Pty Ltd) or occupiers of premises in the vicinity of the premises to which the EPL or the direction under section 153B relates, and	Refer to section 4.0 of this PIRMP.	✓
	ii) the local authority for the area in which the premises to which the EPL or the direction under section 153B relates are located and any area affected, or potentially affected, by the pollution, and	Refer to Table 3 of this PIRMP.	✓
	iii) any persons or authorities required to be notified by Part 5.7.	Refer to Table 3 of this PIRMP.	✓
	b) a detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection licence, or the occupier of the relevant premises, to reduce or control any pollution,	Response procedures are specified in: – Auriga Aviation's ERP. – Newcastle Incident Control Plan.	

Legislation	Requirement	Where this requirement is met	Publicly available?
	c) the procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made,	Refer to section 3.3 of this PIRMP.	
	d) Any other matter required by the regulations.		
153D Keeping of plan	A person who is required to prepare a PIRMP under this Part must ensure that it is kept at the premises to which the relevant EPL relates, or where the relevant activity takes place, and is made available in accordance with the regulations.	A copy of the PIRMP is kept onsite at the helipad.	
153E Testing of plan	A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is tested in accordance with the regulations.	Testing of the PIRMP will be undertaken in accordance with the Regulations as set out in section 8.0 of this PIRMP.	
153F Implementation of plan	If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147) is caused or threatened, the person carrying on the activity must immediately implement any pollution incident response management plan in relation to the activity required by this Part.	Noted.	
Protection of the Environment Operations (General) Regulation 2021: Pollution Incident Response Management Plans; Chapter 8; Part 4			
130 Form of plan	1) A plan is to be in written form	This PIRMP.	
	2) A plan may form part of another document that is required to be prepared under or in accordance with any other law so long as the information required to be included in the plan is readily identifiable as such in that other document.	As noted, this PIRMP in conjunction with: – Auriga Aviation 's ERP. – Newcastle Incident Control Plan.	
131 Additional matters to be included in plan	1) General The matters required under section 153C(d) of the Act to be included in a plan are as follows: a) a description of the hazards to human health or the environment associated with the activity to which the		

Legislation	Requirement	Where this requirement is met	Publicly available?
	licence relates (the ***relevant activity***),		
	b) the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Refer to section 5.0 of this PIRMP.	
	c) details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity,	Refer to section 5.0 of this PIRMP.	
	d) an inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Refer to section 6.0 of this PIRMP.	
	e) the maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates,	Refer to section 6.0 of this PIRMP.	
	f) a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident,	Refer to section 5 of Auriga Aviation 's ERP.	
	g) the names, positions and 24-hour contact details of those key individuals who: i) are responsible for activating the plan, and ii) are authorised to notify relevant authorities under section 148 of the Act, and iii) are responsible for managing the response to a pollution incident	Refer to section 3.1 of this PIRMP.	

Legislation	Requirement	Where this requirement is met	Publicly available?
	h) the contact details of each relevant authority referred to in section 148 of the Act,	Refer to Table 3 of this PIRMP.	✓
	i) details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,	Refer to section 4.0 of this PIRMP.	✓
	j) the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on,	Refer to Auriga Aviation 's ERP.	
	k) a detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,	Refer to Appendix A	
	l) a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk,	Refer to Auriga Aviation 's ERP.	
	m) the nature and objectives of any staff training program in relation to the plan,	Refer to section 7.0 of the PIRMP.	
	n) the dates on which the plan has been tested and the name of the person who carried out the test,	Refer to section 8.0 of this PIRMP.	

Legislation	Requirement	Where this requirement is met	Publicly available?
	o) the dates on which the plan is updated,	Refer to section 8.0 of this PIRMP.	
	p) the manner in which the plan is to be tested and maintained.	Refer to section 8.0 of this PIRMP.	
	2) Trackable waste transporters	Not applicable.	
132 Availability of plan	1) A plan is to be made readily available: a) to an authorised officer on request, and	The PIRMP will be made readily available to an authorised EPA Officer on request.	
	b) at the premises to which the relevant licence relates, or where the relevant activity takes place, to any person who is responsible for implementing the plan.	The PIRMP is kept onsite at the Helipad.	
	2) A plan is also to be made publicly available in the following manner within 14 days after it is prepared: a) in a prominent position on a publicly accessible website of the person who is required to prepare the plan, b) if the person does not have a website – by providing a copy of the plan, without charge, to any person who makes a written request for a copy.	The PIRMP is publicly available on Port Authority of New South Wales-Newcastle webpage: www.portauthoritynsw.com.au/sustainability-and-heritage/environment/environment-protection-licence	✓
	3) Subclause (2) applies only in relation to that part of a plan that includes the information required under: a) section 153C (a) of the Act, and b) clause 131 (1)(h) and (i) or (2)(b) and (c) (as the case requires).	The publicly available PIRMP includes those sections referred to in the Act and Regulation (refer to the right-hand column of this Table 1).	
	4) Any personal information within the meaning of the *Privacy and Personal Information Protection Act 1998* is not required to be included in a plan that is made available to any person other than a person referred to in subclause (1).	Noted.	

Legislation	Requirement	Where this requirement is met	Publicly available?
133 Testing of plan	1) The testing of a plan is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date and the plan is capable of being implemented in a workable and effective manner.	Refer to section 8.0 of this PIRMP.	
	2) Any such test is to be carried out: a) routinely at least once every 12 months, and b) within 1 month of any pollution incident occurring in the course of an activity to which the licence relates so as to assess, in the light of that incident, whether the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner.	Refer to section 8.0 of this PIRMP.	

3.0 Pollution incident notification protocol

This section of the PIRMP sets out the procedure to be followed by Port Authority in notifying a pollution incident to authorities.

3.1 Who do you notify?

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

If the incident does not require an initial combat agency, or once 000 (triple zero) has been made, you must immediately notify the Vessel Traffic Services (VTS) of the incident and all relevant information about it. Contact VTS by phoning Port Authority Emergency Line (contact details are provided in Table 2).

Table 2 Notification to VTS

Contact	Phone number
Emergency line	**0249 293890**

Immediately following notification to VTS, you must report the incident to the applicable Supervisor. VTS will contact the Harbour Master.

The Harbour Master is:

i) responsible for activating the PIRMP, and
ii) authorised to notify relevant authorities as advised below, and
iii) responsible for managing the response to a pollution incident, and
iv) responsible for ensuring Port of Newcastle Pty Ltd (PoN) is notified as Helipad landowners ie 0249 088281.

Upon receiving notification, the Harbour Master must determine the level of the incident. If the event is a pollution incident (refer to section 1.1), the Harbour Master must then immediately (that is, promptly and without delay), provide notification of the pollution incident to all the authorities identified in Table 3, in the order as listed.

Table 3 Notification to relevant authorities

Contact	Phone number
1. EPA Environment Line	131 555
2. SafeWork NSW	13 10 50
3. City of Newcastle	Water pollution incident reporting: 0249 742 000 (during business hours) After hours phone the call centre: 4974 2000 (ask for the Compliance Duty Officer)
4. Fire & Rescue NSW	000 / 0249 272 520 (Newcastle East)

Whenever you make an incident notification you must **contact all four** relevant authorities. For example:

- If you initially rang Fire & Rescue NSW on 000 due to an immediate threat to life and property, you must still contact the other three authorities; or
- If the incident did not require an initial combat agency, you must still notify all of the response authorities (including Fire & Rescue NSW) in the order listed in Table 3.

You do not have to notify if you know that all relevant authorities are already aware of the incident (section 151 POEO Act).

If, at the time of making the notification, you believe that some of these authorities do not need to attend the incident, you may provide that advice. However, you must still provide all the information you have regarding the incident to each authority. It is the responsibility of each authority to decide whether they need to attend the incident.
Where authorities decide not to attend, the incident notification enables each authority to respond to enquiries about the incident and provides them with initial information in the event that the incident escalates or their involvement in managing the incident is required at some later stage.

Port Authority may also need to make the following notifications:

- If the incident is also a security incident, Port Authority must notify the Department of Infrastructure, Transport, Regional Development and Communications within four hours of being notified. Contact details are found in the Port Security Management System.
- If the incident is a ship related incident or pollution and oil spill, Port Authority must notify *Transport for NSW's* 24 hour Duty Officer, on 02 9962 9074.
- If the incident involves an accident that involves a commercial vessel and /or a serious injury/fatality, Port Authority must notify Transport for NSW's 24 hour Duty Officer, on 02 9962 9074.

3.2 What information must you provide?

Sufficient detail of the incident must be reported to the EPA to enable appropriate follow-up action. The relevant information about a pollution incident 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;
d) the circumstances in which the incident occurred (including the cause of the incident, if known);
e) the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known, and
f) other information prescribed by the regulations.

Any information that is not known when the incident is notified must be provided immediately once it becomes known.

3.3 Coordination with authorities

In the event of an immediate threat to life and property, the incident will be coordinated by emergency services. Port Authority will act under instruction from emergency services and take any action as directed to combat pollution caused by the incident.

Following initial notification, Port Authority person through whom all communications are to be made to coordinate with authorities is the Harbour Master. Contact details are provided in Table 4.

Table 4 Port Authority person to communicate with authorities

Contact	Phone number
Harbour Master	0249 293890

4.0 Notifying a pollution incident to neighbours

This section of the PIRMP sets out the procedures to be followed by Port Authority in notifying a pollution incident to the owners or occupiers of premises in the vicinity of Carrington Berths.

4.1 Wider notification

The EPA can formally direct Port Authority to notify others. If so directed, Port Authority would contact commercial, industrial and residential neighbours to inform them of the circumstances of the incident and what action is being taken in response to it. It will be an offence not to comply with such a direction.

The EPA may advise Port Authority of the extent of notification required. If not, Port Authority would determine the extent of who to contact based on the nature of the pollution incident and the conditions at the time (for example, the type of pollutant, prevailing winds, magnitude of incident, and possible impacts).

4.2 Communication mechanisms

In the event that the pollution incident is being coordinated by emergency services, communications would be under the control of emergency services. Emergency services can send out SMS messages to defined catchment areas to alert and advise the community if required. Port Authority (through the person nominated in Table 4) would work with emergency services to provide communications assistance and support, including direct doorknocks if they were required.

If communication is not coordinated by emergency services, notification to the owners or occupiers of premises in the vicinity of the Helipad would be coordinated by the person nominated in Table 4.

Port Authority has in place mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the Helipad, and the community including:

- SMS messages to immediate neighbours;
- media releases to the broader community (radio and television);
- incident notification on Port Authority website;
- emails to community representatives; and
- doorknocking of affected community members.

The communication response to be used in the event of a pollution incident would depend on the circumstances of the event, and any direction that may be provided by the EPA.

A media liaison officer is available to be contacted 24/7 in the event that a media release is required. Media updates could be provided on an ongoing basis depending on the incident.

Port Authority participates in Industry Community Reference Group(s). Ongoing communication may be undertaken as part of the regular forum that the Community Reference Group provides. Port Authority also attends a consultative meeting with various Newcastle Port Users every three months (Newcastle Port User Group). This consultative meeting is co-ordinated by PoN and provides Port Authority the opportunity to report on any progress, updates or changes following an incident to port users.

4.3 Information to be provided

In the event of a pollution incident, communication to the community may include specific information to minimise the risk of harm. For example, this may include instructions to close windows and doors and remain inside for incidents involving emission of air pollutants.

The information to be provided would be dependent on the nature and circumstances of the event.

5.0 Hazards

Table 5 identifies:

- the main hazards to human health or the environment associated with the licenced activity at the helipad;
- the likelihood of any such hazards occurring, including conditions or events that could, or would, increase the likelihood of hazards occurring at the site; and
- some of the pre-emptive actions that are undertaken to minimise or prevent any risk of harm to human health or the environment.

Table 5 Main Hazards and pre-emptive actions

Main hazards	Likelihood of the hazard occurring	Conditions or events that could increase the likelihood of the hazard occurring	Pre-emptive actions
Escape of aviation turbine fuel from tank and potential for fire/explosion.	- Low	- Poor maintenance of fuel storage. - Damage to storage tank leading to fracture or breakage. - Accident while refuelling. - Helicopter accident at base. - Cyclone. - Earthquake. - Flood.	- Fuel storage tank is double bunded. - Tank and its componentry are maintained by an external company. - Tank is located outside and is separated from the amenities building and from the helicopter hanger. - Fire exclusion zone. - No refuelling in high wind. - Minimum depth of fuel in tank (350mm) is maintained. - All site plant and equipment is maintained in a proper and efficient condition. - Use of landing lights/flood lights. - Shut-off mechanism, complete with locked operating valve. - No refilling of storage tank within 15m of aircraft. - Locked valve on bund - Fatigue management system.
Leak of waste fuel.	- Low	- Poor maintenance. - Damage to storage tank.	- Waste fuel tank is maintained via online management system (CMMS). - Waste fuel tank is bunded. - Tank is clearly labelled.
Stormwater impacts ie flooding	- Low	- Lack of maintenance.	- Stormwater pit behind the hanger has an interceptor and is regularly maintained.
Dust – aircraft damage or, impacting nearby neighbours.	- Moderate	- Dry weather periods.	- Sprinkler system used during summer and periods of dry weather.
Escape of fuel from vehicle conducting site delivery – pollution event.	- Low	- Equipment failure - Poor supervision - Lack of response knowledge	- Regular maintenance of onsite and/or hired equipment. - Supervising external persons when conducting site deliveries.
Wildlife (seagulls, pelicans, cockatoos, etc) – interacting with aircraft during operation	- Low	- Seasonal	- Monitor nesting locations – contact National Parks & Wildlife. If wildlife outside property boundaries, contact PON for managing.

6.0 Potential pollutants

Appendix B provides:

- an inventory of potential pollutants at the helipad or used in carrying out activities at the site.
- the maximum quantity of any pollutant that is likely to be stored or held.

7.0 Staff training

7.1 Staff training program

Training on the PIRMP will be provided to all personnel working at the helipad. Training will be provided on the process to be followed in the event of a pollution incident, the notification protocol, and actions to be taken. Desktop scenarios would be discussed based on the likely risks and potential incidents that could occur at the site.

Auriga Aviation maintains an Air Maestro System to track and remind people of training. The Air Maestro System is regularly reviewed and updated. PIRMP training will be included in the Air Maestro System.

PIRMP training would initially occur as part of a toolbox talk (separate formal training may also be provided). All new employees and contractors working at the site should be briefed on the PIRMP as part of their induction.

7.2 Frequency of training

Auriga Aviation conducts fire drill training every two years for all personnel. Ongoing training in the PIRMP and the actions to be taken in the event of an incident would be conducted as part of the fire drill training/evacuations.

If a change is made to the PIRMP that impacts on the procedures to be followed in the event of a pollution incident, the update would initially be communicated as part of a toolbox talk.

7.3 Training records

Auriga Aviation Air Maestro System maintains training records, including competency of training.

8.0 Testing the plan

The PIRMP will be tested in accordance with the following:

a) routinely at least once every 12 months; and
b) within one month of any pollution incident occurring.

The objective of testing is to assess whether the information included in the PIRMP is accurate, current and is capable of being implemented in a workable and effective manner. The routine testing will be a desktop assessment. During the desktop assessment the PIRMP will be reviewed and all components of the plan will be checked for effectiveness:

- contact details will be checked to ensure they are up to date;
- procedures in the PIRMP will be checked to ensure they are workable;
- learnings from practical site exercises will be transferred to the PIRMP where applicable; and
- the effectiveness of training will be assessed.

The date on which the plan is tested, and the name of the person who carries out the test, will be recorded in the PIRMP Test Report. If the PIRMP is updated, the date on which the plan is updated will also be recorded.

Port Authority involves as many participants (of their own) in the PIRMP exercise as possible. Each time the exercise is conducted generally different shifts are on which gives them exposure to the PIRMP experience / requirements eg Port Services, VTS and/or Reception.

Appendix A

Cadastral diagram

Appendix B

Inventory of pollutants