

Pollution incident response management plan

Licence number: 3856

Approved by: Paul Tsikleas

Position/Title: Manager – Commercial Services

Signature:



Date: 1 May 2023

Purpose:

Ballina Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the Ballina Sandpit. 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 out the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences, and be made available on request by an authorised 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 section 74 of the Protection of the Environment Operations (General) Regulation 2022.

Note: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (General) Regulation 2022.

Licencees should also refer to the EPA's Guideline: Pollution incident response management plans.

Environment Protection Licence (EPL) details

Name of licensee: Ballina Shire Council
(including ABN) ABN 53 929 887 369

EPL number: 5948

Premises name and address: Southern Cross Drive
Ballina NSW 2478

Company or business contact details

Name: Paul Tsikleas
Position or title: Manager Commercial Services
Business hours contact number/s: 1300 86 4444
After hours contact number/s: 0458 276 362
Email: paul.tsikleas@ballina.nsw.gov.au

Website address: Ballina.nsw.gov.au

Scheduled activity/activities on EPL: Extractive activities

Fee-based activity/activities on EPL: Extractive activities

Pollution incident – person/s responsible

Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s, should the primary contact be unavailable.

PIRMP activation

Name: Paul Tsikleas
Position or title: Manager Commercial Services
Business hours contact number/s: 1300 86 4444
After hours contact number/s: 0458 276 362
Email: paul.tsikleas@ballina.nsw.gov.au

Pollution incident – person/s responsible, continued

Notifying relevant authorities

Notification should be made by a person with an appropriate level of authority within the company.

Name: Paul Tsikleas

Position or title: Manager Commercial Services

Business hours contact number/s: 1300 86 4444

After hours contact number/s: 0458 276 362

Email: paul.tsikleas@ballina.nsw.gov.au

Managing response to pollution incident

Name: Paul Tsikleas

Position or title: Manager Commercial Services

Business hours contact number/s: 1300 86 4444

After hours contact number/s: 0458 276 362

Email: paul.tsikleas@ballina.nsw.gov.au

Notification of relevant authorities

Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in the case of a pollution incident that causes or threatens to cause material harm to the environment.

Relevant authorities include:

1. Fire and Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification)
2. EPA – 131 555
3. NSW Health (nearest public health unit). See www.health.nsw.gov.au/Infectious/Pages/phus.aspx for local contact details.
4. SafeWork NSW – 131 050
5. Local authority (usually the local council) in which the pollution has occurred.

Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit.

Fire and Rescue NSW / Rural Fire Service

Contact number/s:

000

EPA

Contact number/s:

131 555

NSW Health

Relevant Area Health Service:

Northern NSW

Contact number/s:

1300 066 055

SafeWork NSW

Contact number/s:

131 050

Notification of relevant authorities, continued

Local authority/s

Identify the local authority for the area in which the premises to which the environment protection licence relates, and any area that is affected, or potentially affected, by the pollution.

Contact number/s:

Environment Health Officer
02 6686 1210

Any other identified organisation or agency requiring notification (if applicable) e.g. Water NSW, Department of Planning and Environment, Roads and Maritime Services.

Contact number/s:

Fisheries
1800 043 536

Notification of neighbours and the local community

Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g. schools, preschools, hospitals, nursing homes):

- | | | |
|------------------------------------|----------------------------|-----------------------------|
| • NSW Shellfish | Program Manager | 02 9741 4749 / 0407 078 269 |
| | Richmond River Coordinator | 02 6686 3394 |
| • Oyster Farmers | Ray Hunt (North Creek) | 02 6686 7282 / 0414 884 274 |
| | Geoff Lawler (North Creek) | 02 6686 7163 |
| | Ian Cardow (Serpentine) | 0438 237 359 / 02 6686 3240 |
| • Cape Byron Marine Park Authority | 02 6620 9300 | |
| • Roman Catholic Church | 02 66811 048 | |

Details of how the neighbours will be informed of the incident, including early warnings and regular updates (e.g. door knock, phone call, emergency alert):

Notification and communication methods will be determined on a case by case basis and the following methods may be used. Phone calls, media releases,, (radio/television/newspaper/intent as required), site visits/door knocking, letter drops warning signs, other methods as the situation requires.

Description and likelihood of hazards

Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates:

- Noise
- Water
- Environment

Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood:

- Low Risk, as the site is not operational.

Pre-emptive actions to be taken

Provide detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises:

- No actions, as the site is not operational. In the event that the site becomes operational, hazards to be reviewed at this time to determine appropriate actions.

Inventory of pollutants

Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates:

Identify the maximum quantity of any pollutant/s likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.

Example

Location/tank	Max. quantity	Contents	Comments
Site	Nil	Nil	

Safety equipment

Describe the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident:

- No equipment held on site. In the event that the site becomes operational, appropriate equipment and PPE to be located at the site.

Communicating with neighbours and the local community

Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried out:

Notification and communication methods will be determined on a case by case basis and the following methods may be used: Phone calls, Media releases (radio/television/newspaper/internet as required), Site visits/door knocking, Letter drops, Warning signs, Other methods as the situation requires.

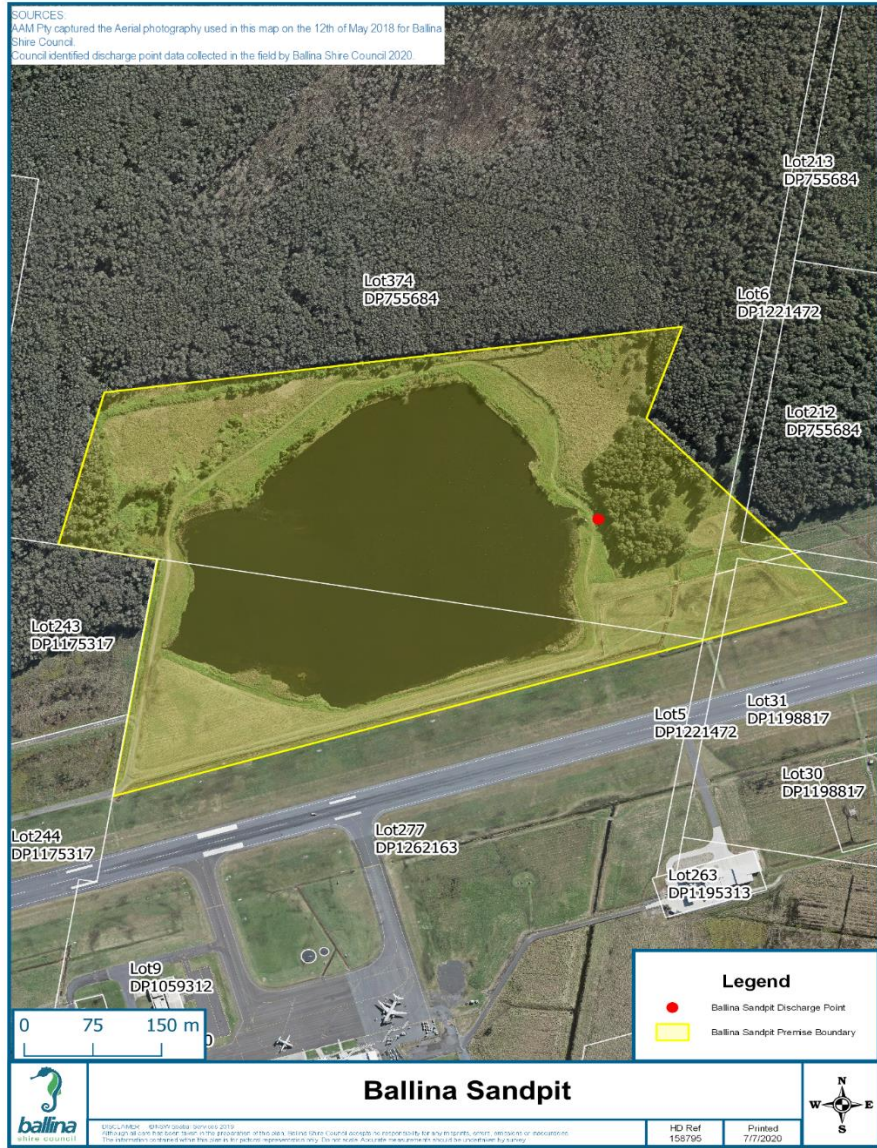
Develop any specific information that could be provided to the community, so it can minimise the risk of harm:

Information to be provided to the community to be determined on a case by case basis that would ensure the community is fully informed of specifics to minimise any harm or concern.

Minimising harm to persons on the premises

Identify 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 out:

- No current arrangements, as the site is not operational. In the event that the site becomes operational, appropriate arrangements to be put in place.



Actions to be taken during or immediately after a pollution incident

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum, early warnings, updates and actions to be taken during and after an incident:

During a pollution incident which involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, Ballina Shire Council must verbally notify the following authorities immediately:

1. Immediate supervisor
2. EPA Environment Line (written report to be provided within 7 days)
3. NSW Health
4. Work Cover
5. BSC Environmental Health Officer
6. Fire & Rescue

All communications with emergency response agencies due to incidents that apply to this plan must be made through the Director Corporate and Community.

Ballina Shire Council should also consider contacting the following as soon as practical:

7. Affected neighbours
8. NSW Shellfish
9. Oyster Farmers
10. Cape Byron Marine Park Authority
11. Fisheries
12. Police

Develop 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:

If there is immediate threat to human health or Safety, call triple zero "000" (try "112" if call is unsuccessful) and implement the following process:

1. Implement the Ballina Shire Council - Emergency Response Procedure
2. If required, evacuate the site
3. Advise the Director Corporate and Community (0419 402 047)
4. Report the incident to the Work Health & Safety Officer (0400 906 862).

Identify any actions to be taken in combating the pollution caused by the incident and how any clean-up and associated funding resulting from an incident will be undertaken:

All relevant actions to be taken to combat the pollution and clean-up associated with the incident. A de-brief is to be conducted for all incidents.

Coordinating with persons

Identify the procedures to be followed for coordinating with the authorities or persons who have been notified:

Coordination with the authorities as per the detailed description on the previous page.

Identify the person/s through whom all communications are to be made:

Director Corporate and Community – Kelly Brown

Staff training

Identify the nature and objectives of any staff training program in relation to this plan:

Staff are trained in Ballina Shire Council's Work Health and Safety Procedure, this includes the Emergency Response Procedure.

Staff who operate the Ballina Sandpit are to be inducted on this PIRMP.

Testing and updating of the PIRMP

It is a legal requirement to test the plan every 12 months and within one month of any pollution incident that caused or threatened material harm to the environment.

Detail the manner in which the plan is to be tested and maintained to ensure 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:

Detail how the testing is documented and recorded (this must include the testing dates and names of all staff members who carried out the testing):

PIRMP testing details

Date tested	Tested by	Details of test	Finding from test	Next test due
26 April 2023	Paul Tsikleas	The site is currently not operational. Testing was via desktop, confirming details within plan are current.	Nil	May 2024

PIRMP update details

Date update occurred	Reason for update	Details of updates (nature of changes to PIRMP)	Date the updated version uploaded to website (if applicable)	Date of completion
26 April 2023	PIRMP Testing	Record test date	27 April 2023	27 April 2023

