



CONTEXT

In accordance with Section 5.7A of the Protection of the Environment Operations Act 1997, Port Waratah has in place a Pollution Incident Response Management Plan (PIRMP). The PIRMP outlines the Port Waratah Immediate Notification Procedure and the communication mechanisms to be used with neighbours and the community. In the event of a pollution incident, as defined by Section 5.7 of the Protection of the Environment Operations Act 1997, Port Waratah will implement the PIRMP.

IMMEDIATE NOTIFICATION DECISION MAKING PROCESS AND NOTIFICATION

1. All environmental incidents must be reported to the Shift Supervisor immediately after taking immediate action to prevent the incident continuing or to mitigate its impact, if it is safe to do so.
2. For environmental incidents causing or threatening material harm to the environment, the Shift Supervisor shall contact the persons below in the listed order until verbal confirmation with one of these contacts is made.
3. It is the responsibility of the persons listed below to make the decision whether immediate notification is required, and to make the relevant phone calls to the regulatory authorities:
 - a) Terminal Managers
 - b) Specialist Advisor Environment
 - c) Operations Superintendents
 - d) Shift Supervisor

(If none of the above respond, or are available, then the Shift Supervisor is to make the immediate notification decision and phone calls to regulatory authorities).

AGENCIES TO BE NOTIFIED

Should an environmental incident require immediate notification; the following agencies must be notified in the following listed order;

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| 1. NSW EPA | ph: 131 555 (24hrs) |
| 2. NSW Health, Public Health Unit Officer | ph: 4924 6477 (24hrs) After hours, ask for the on call Public Health Officer |
| 3. SafeWork NSW | ph: 131 050 (24hrs) |
| 4. Newcastle City Council | ph: 4974 2000 (24hrs) |
| 5. NSW Fire and Rescue | ph: 1300 729 579 (24hrs) |
| 6. Ports NSW | ph: 4985 8292 (24hrs) For Harbour related incidents only |

Further notification to local authorities such as utility providers may be required in certain circumstances, for example if infrastructure has been impacted. Consultation with the Environment and Community Team should be undertaken in conjunction with the notifications above in order to establish if any additional notification is required.

For KCT related incidents notification is also required to Department of Planning for significant environmental incidents – environment team will make this notification.

COMMUNICATING WITH NEIGHBOURS AND THE LOCAL COMMUNITY

When determining the extent of any potential community notification, Port Waratah shall consider aspects such as the type of pollutant and the location of any off-site impacts and sensitive receptors i.e. local schools. In regards to contacting neighbours and community members, Port Waratah will follow the direction of emergency services.

In the event that communication with the community or neighbours is required, the following established mechanisms are available to Port Waratah. Selection of the most appropriate communication channel will be based on the type of event, and remain consistent with existing Port Waratah emergency procedures:

Immediate/short term engagement mechanisms could include:

- Media releases – aimed at local radio, print and television
- Emails or phone calls to existing community contacts and leaders of community groups (including government representatives)
- 24-hour community enquiry line
- Community information sessions/forums
- Employee briefings
- One-on-one stakeholder briefings

Ongoing/ longer term engagement mechanisms could include:

- Letterbox drop to local/neighbouring communities and industrial neighbours
- Community Terminal Meetings
- Community group briefings
- Community newsletters