

Pollution Incident Response Management Plan

Gore Bay Port Facility

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Part A

Background

This Pollution Incident Response Management Plan (PIRMP) has been prepared in accordance with the requirements set out in Part 5.7A of the Protection of the Environment Operations Act 1997 (POEO Act) and the Protection of the Environment Operations (General) Regulation 2022.

Objectives of PIRMP

The objectives of these plans are to:

- Ensure comprehensive and timely communication about a pollution incident by Viva Energy employees at the Gore Bay port Facility to the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as Fire and Rescue NSW, SafeWork NSW, local councils, NSW Health) and people outside the facility who may be affected by the impact of the pollution incident.
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it and ensuring that the plan is regularly tested for accuracy, currency and suitability.

Information to be Included in the PIRMP

The PIRMP includes the information contained in section 153C of the POEO Act and the details prescribed by Chapter 4 of the POEO (General) Regulation 2022.

Definition of Pollution Incident

The definition of a pollution incident is:

‘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.’

A pollution incident is required to be notified if there is a risk of ‘material harm to the environment’, which is defined in section 147 of the POEO Act 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 practicable measures to prevent, mitigate or make good harm to the environment.

Implementation

If a pollution incident occurs in the course of an activity such that material harm to the environment is caused or threatened, Viva Energy will immediately implement the PIRMP.

PIRMP Testing and Review

The testing of this 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.

Any such test is to be carried out:

- a) Routinely at least once every 12 months, and
- b) The PIRMP is to be reviewed within one month of any pollution incident occurring.

Contact Details of the Relevant Authorities to be notified of a Pollution Incident

Pollution Incident Notification Requirements - Duty to report a pollution incident causing or threatening material harm to the environment.

Gore Bay Terminal - Environment Protection Licence No. 661			
Order to Call ³	Government Authority	Contact	Contact Number
1	EPA ¹	EPA Environment Hotline	131 555
2	NSW Health	Hornsby Hospital (ask for an Environmental Health Officer) - daytime	(02) 9477 9400 (switch board)
3		Hornsby Hospital - after hours	(02) 9477 9123
4	SafeWork NSW	24 hour contact number	13 10 50 (pick Option 1)
	Lane Cove Council	Lane Cove Council - Manager Environmental Health - leave a message if after hours	(02) 9911 3613
5	NSW Fire and Rescue ²	Metro West 2 Office, Harris Park	(02) 9895 4600 (Business Hours) 000
6	Other necessary agency ³	Sydney Ports Corporation	(02) 9296 4999

¹Note: For overflows (with no visible oil or oil contained within the booms), please call EPA only.

²Except in an emergency and NSW Fire and Rescue is called first.

³For example: Sydney Ports Corporation

Emergency Response

The Gore Bay Port Facility has an Emergency Response Plan (ERP) that has been developed in conjunction with Fire and Rescue NSW as the designated combat agency. The Gore Bay Port Facility has an on-site alarm and when activated, there is an automatic call-out to them.

Contact details of the local community to be notified in the event of a pollution incident

Emergency management within residential locations is controlled by the Combat Agency (Fire and Rescue NSW and/or NSW Police). Therefore, community communication will take place via the Combat Agency in the event of a significant incident.

Part B

Matters to be Included in the PIRMP

The matters to be included in the PIRMP required under section 153C (d) of the POEO Act and Section 72 of the POEO (General) Regulation 2022 are as follows:

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Clause	Text	Existing Document – available in the Controlled Document Management System (CDMS)
98C(1)	The matters required under section 153C (d) of the Act to be included in a plan are as follows:	
98C (1) (a)	A description of the hazards to human health or the environment associated with the activity to which the licence relates (the relevant activity),	Site Wide Hazard and Effects Register SC-OPS-HE14-0002-RG - Clyde and Gore Bay ITO Hazard and Effect Register 2022
98C (1) (b)	The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Site Wide Hazard and Effects Register
98C (1) (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,	Site Wide Hazard and Effects Register - SC-OPS-HE14-0002-RG - Clyde and Gore Bay ITO Hazard and Effect Register 2022 Health Risk Assessments <u>SC-OPS-0037-AX - Gore Bay Terminal Health Risk Assessment</u> Bowtie assessments (Bowtie server)
98C (1) (d)	An inventory of potential pollutants on the premises or used in carrying out the relevant activity,	The Dangerous Goods Manifest is included in our Emergency Services Information Pack (Copy at Gatehouse and Control Room) DG Manifest is also available online- https://www.csinfosafe.com
98C (1) (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,	The Dangerous Goods Manifest is included in our Emergency Services Information Pack (Copy at Gatehouse and Control Room) DG Manifest is also available online- https://www.csinfosafe.com
98C (1) (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,	The Gore Bay Port Facility has various controls in place to minimise the risk to human health and the environment from its operation and to control potential pollution events. Controls include, but are not limited to; <ul style="list-style-type: none">• Emergency Shutdown trips• Pipeline High Pressure alarms and trips• Tank Level indication and trips, primary and independent

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Clause	Text	Existing Document – available in the Controlled Document Management System (CDMS)
		<ul style="list-style-type: none"> Manual Call Points that initiate site wide trip with automated call-out to Fire and Rescue NSW) Tank and Pump Heat detection that initiate automated call-out to Fire and Rescue NSW. Hydrocarbon Gas detectors <p>These controls and more are detailed in the below documents:</p> <p>Gore Bay HEMP Part A SC-OPS-0113-GD - Gore Bay HEMP Part A</p> <p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gatehouse and Control Room. SC-OPS-ER14-0005-PL - Gore Bay ERP Volume 5 - Fire Protection Manual</p> <p>SC-OPS-ER14-0004-PL - Gore Bay ERP Volume 4 - Action Cards</p> <p>Facility PPE requirements HS-SAF-0003-ST - PPE Standard</p> <p>Permit to Work System HS-SAF-0010-MA - Permit to Work System Manual</p>
98C (1) (g)	The names, positions and 24-hour contact details of those key individuals who:	<p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gatehouse and Control Room.</p> <p>'Volume 2 – Contacts List details' all relevant Viva Energy contacts in addition to emergency services, utilities/suppliers and regulatory authorities.</p> <p>SC-OPS-ER14-0002-PL - Gore Bay ERP Volume 2 - Contacts List</p>
i	Are responsible for activating the plan, and	<p>Personnel who can activate the Emergency Response Plan (ERP) are:</p> <p>Terminal Controller on 0406 663 128</p> <p>Gore Bay Port Facility Manager on 0403 825 563</p>
ii	Are authorised to notify relevant authorities under section 148 of the Act, and	Terminal Controller on 0406 663 128
iii	Are responsible for managing the response to a pollution incident,	<p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gate House and Control Room.</p> <p>Volume 2 – Contacts List details' all relevant Viva Energy contacts in addition to emergency services, utilities/suppliers and regulatory authorities.</p> <p>SC-OPS-ER14-0002-PL - Gore Bay ERP Volume 2 - Contacts List</p>
98C (1) (h)	The contact details of each relevant authority referred to in section 148 of the Act,	<p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gate House and Control Room</p> <p>Volume 2 - Contacts List refers to 'Regulatory Authority Contacts' and points to Incident Notification</p>

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Clause	Text	Existing Document – available in the Controlled Document Management System (CDMS)
		<p>Requirements Guide NSW. This is where contact details of each relevant authority are listed.</p> <p>SC-OPS-ER14-0002-PL - Gore Bay ERP Volume 2 - Contacts List</p> <p>HS-MAS-0002-GD - Incident Notification Requirements Guide Supply Chain - NSW</p>
98C (1) (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,	<p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gate House and Control Room</p> <p>SC-OPS-ER14-0003-PL Gore Bay ERP Volume 3 - Management Document.</p> <p>Section 5- Emergencies and Responses</p> <p>In the event of an incident that has off-site effects, the response for the community should be determined and communicated through the police command assigned to the incident.</p>
98C (1) (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,	<p>Site Induction</p> <p>Gore Bay Emergency Response Plan (ERP)</p> <p>Permit to Work System</p> <p>HS-SAF-0010-MA - Permit to Work System Manual</p> <p>Health Risk Assessments</p> <p>SC-OPS-0037-AX - Gore Bay Terminal Health Risk Assessment</p> <p>PPE Procedure,</p> <p>HS-SAF-0003-ST - PPE Standard</p>
98C (1) (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,	<p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gate House and Control Room</p> <p>SC-OPS-ER14-0003-PL Gore Bay ERP Volume 3 - Management Document.</p> <p>Section 4.4 Emergency assembly points</p> <p>Emergency Response Plan contains basic overview of location of pollutants onsite and storm water drains/interceptors on the premises.</p> <p>Detailed drawings available in our Emergency Services Information Pack (Copy at Gatehouse and Control Room)</p> <p>Detailed site drawings also available via Meridian Explorer Client (Viva Energy employee access)</p>
98C (1) (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,	<p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gatehouse and Control Room.</p> <p>SC-OPS-ER14-0005-PL - Gore Bay ERP Volume 5 - Fire Protection Manual</p> <p>SC-OPS-ER14-0004-PL - Gore Bay ERP Volume 4 - Action Cards</p>

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Clause	Text	Existing Document – available in the Controlled Document Management System (CDMS)
		<p>Gore Bay HEMP Part A SC-OPS-0113-GD - Gore Bay HEMP Part A</p> <p>Facility PPE requirements HS-SAF-0003-ST - PPE Standard</p> <p>Permit to Work System HS-SAF-0010-MA - Permit to Work System Manual</p>
98C (1) (m)	The nature and objectives of any staff training program in relation to the plan,	<p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gate House and Control Room</p> <p>SC-OPS-ER14-0003-PL - Gore Bay ERP Volume 3 - Management Document</p> <p>Section 8.3- Training in this plan</p> <p>Document states minimum requirements are:</p> <p>Personnel undergo formal emergency response training on a three year cycle, managed through the Learning Management System process, and Emergency response personnel to take part in at least one exercise annually.</p>
98C (1) (n)	The dates on which the plan has been tested and the name of the person who carried out the test	<p>The Emergency Response Plan is tested quarterly. Exercises are scheduled, conducted and reported in MYOSH.</p> <p>The Gore Bay Port Facility Manager (Angelique Singer) is responsible for the completion of these tests. The dates that the plan was last tested is detailed in our annual return to the NSW EPA.</p>
98C (1) (o)	The dates on which the plan is updated,	Refer to the cover sheet of relevant Emergency Response Plan documents for review and version history.
98C (1) (p)	The manner in which the plan is to be tested and maintained.	<p>Gore Bay Emergency Response Plan (ERP), hard copy located at Gate House and Control Room</p> <p>SC-OPS-ER14-0003-PL - Gore Bay ERP Volume 3 - Management Document</p> <p>Section 8- Administration of the plan</p> <p>The Emergency Response Plan (ERP) is tested via desktop and field exercises in accordance with an annual program that is recorded in MYOSH.</p> <p>The ERP is maintained in the Controlled Document Management System (CDMS) and is reviewed every two years as a minimum. The document is also reviewed following an incident requiring activation of this plan.</p> <p>A document review may also be initiated following: legislation changes, changes in organisational structure, emergency response training exercises and/or recommendations from audits.</p>

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Clause	Text	Existing Document – available in the Controlled Document Management System (CDMS)
		<p>The review date, amendment history and document owner are recorded in the Controlled Document Management System (CDMS).</p> <p>This document will also be reviewed following an incident requiring activation of this plan.</p>