



HSEC MANAGEMENT SYSTEM – PLAN

**ASHTON COAL POLLUTION INCIDENT RESPONSE  
MANAGEMENT PLAN**

**Ashton Coal Project**

**Version 1G**

**Date: 8 January 2024**

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<i>Document Owner (Name)</i>		Phillip Brown	<i>Document Approver (Name)</i>	Michael Bartlett

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## 1. Commitment and Policy

### 1.1 Background

The Protection of the Environment Legislation Amendment Act 2011 (PELA) received assent on 16 November 2011 resulting in changes to the Protection of the Environment Operations Act 1997 (POEO) and the Protection of the Environment Operations Regulation (General) 2009 (POEO(G)). The intent of the PELA is to improve the way pollution incidents are reported and managed. Provisions include a requirement for holders of Environment Protection Licences (EPLs) to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP).

### 1.2 Purpose

This Management Plan has been developed in response to legislative requirements which aim to improve the way pollution incidents are reported and managed. In summary, this legislation requires the following:

- Holders of EPLs must prepare a pollution incident response management plan (section 153A, POEO Act);
- The plan must include the information detailed in the POEO Act (section 153C) and the POEO(G) Regulation (clause 98C) and be in the form required by the POEO(G) Regulation (clause 98B);
- Licensees must keep the plan at the premises to which the EPL relates (section 153D, POEO Act);
- Licensees must test the plan at least every 12 months and after a pollution incident in accordance with the POEO(G) Regulation (clause 98E); and
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened within the meaning of Part 5.7 of the POEO Act, licensees must immediately implement the plan (section 153F, POEO Act).

This Management Plan further details notification processes for pollution incidents having resulted in or posing the potential to cause physical harm to the environment as stipulated within the section 5.1, POEO Act (a material harm incident).

For further information on managing environmental incidents, refer to the Emergency Management System noting that this plan details reporting requirements, not emergency response requirements.

### 1.3 Scope

Ashton Coal Operations Pty Limited (Ashton Coal) holds one EPL (11879) for the Scheduled Activities of Coal Works and Mining for Coal. Ashton Coal includes the Ashton Coal North East Open Cut Project, which has been completed and rehabilitated, as well as the Ashton Coal Underground Project. No open-cut mining activity is currently being undertaken.

In complying with the POEO Act this Management Plan has been developed to cover specific requirements of a Pollution Incident Response Management Plan (PIRMP) as set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation).

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## 2. Planning

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### 2.1 Regulatory Requirements

This Management Plan contains specific detail as required for inclusion within a PIRMP. Appendix 12.4 lists information mandated under Section 153C of the POEO Act and clause 98C of the POEO(G) Regulation and provides details where this information is located throughout this PIRMP.

### 2.2 Risk Management

The Emergency Management System (EMS) may be invoked in response to many different situations. The potential emergencies listed in the EMS have been drawn from Operational and Broad Brush Risk Assessments (BBRA) contained in the Ashton Coal Risk Register and Site Hazard Management Plans and Environmental Management Plans contained in the Ashton Coal Document Control System. Ashton Coal has Hazard Management Plans (HMP) and Environmental Management Plans, which will cover safety, health and environmental risks at the operation that may cause multiple fatalities and significant environmental risk. The HMP contain Trigger Action Response Plans (TARPs), which enable workers to recognise situations that are not normal and what actions are to be taken by the workers in each situation.

### 2.3 Major Hazards

The potential major hazards which have been identified for Ashton Coal include:

- Spills (e.g. hydrocarbon, hazardous chemicals, etc.) resulting in land contamination;
- Spills (e.g. hydrocarbon, hazardous chemicals, saline or sediment laden water, etc.) resulting in water contamination;
- Major water discharge off site (for example dam failure or tailings pipeline failure);
- Fire (for example spontaneous combustion fires associated with coal stockpiles);
- Radiation gauge related incidents; and
- Explosions.

Appendix 12.2 defines the location of potential pollutants.

## 3. Implementation

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### 3.1 Premises Details

#### 3.1.1 Site Details

The Ashton Coal Project (ACP) is an underground coal mine located approximately 14 kilometres north-west of Singleton in the Upper Hunter Valley in New South Wales (NSW). The Ashton Coal Project is adjacent to the Open-Cut mines of Glendell (Glencore), Rix's Creek North (Bloomfield), Hunter Valley Operations (Yancoal) and Ravensworth Operations (Glencore). Adjacent Underground mines include Integra (Glencore) and Ravensworth Underground Mine (Glencore).

The project includes a decommissioned open cut coal mine, an underground coal mine, a Coal Handling and Preparation Plant and a rail siding. The Ashton Underground Coal Mine has a current approved run-of-mine (ROM) production capacity of approximately 5.45 mtpa of high quality Semi-Soft Coking Coal. This coal is predominantly exported through the Port of Newcastle, New South Wales.

Ashton Coal is situated between Betty's Creek in the north, the Hunter River in the south, Glennies Creek in the east and Bowmans Creek and its associated floodplain in the west. Bowmans Creek and Glennies Creek are tributaries of the Hunter River, while Bettys Creek is a tributary of Bowmans Creek.

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The surrounding area which may potentially be impacted by a pollution incident occurring at Ashton Coal, in addition to the premises itself may include the following:

- Landholders adjacent to the ACP (refer to Appendix 12.1);
- Downstream water courses; and
- The nearby township of Camberwell Village, (refer to Appendix 12.1).

### 3.2 Chemicals and Potential Pollutants

All chemicals at Ashton Coal are included in a chemical register set up on ChemAlert. Additionally, a hazardous substances folder is also located in the Store which contains all documentation on hazardous goods located on site. All chemicals are accompanied by the relevant Safety Data Sheets as required by work health and safety regulations. The maximum quantity stored of designated chemicals such as fuel and oil located on the premises is detailed in the dangerous goods licences for the site.

The facilities that store fuel, oil and hazardous chemicals have been designed in accordance with Australian Standard 1940 – 2017. The system has been designed to incorporate:

- Bunds with walls and floors;
- Sufficient capacity to maintain 110% of the volume of the tank (or 110% volume of the largest tank where more than one tank is stored in the bund);
- Walls not less than 250 mm high; and
- Have floors graded to a collection sump.

Potential pollutants created as part of mining operations, and thus excluded from registers, include:

- Mine tailings;
- Mine water (extracted from underground);
- Sediment laden surface water runoff from disturbed areas; and
- Effluent waste.

These materials are in a constant state of change as a result of mining operations. Risks associated with these potential pollutants are incorporated into the respective BBRA's.

Appendix 12.2 displays the location of potential pollutants including tailings dams, underground tanks and fuel storage locations at the ACP.

## 4. Management and responsibilities

### 4.1 Legal Duty to Notify

All Ashton Coal employees and contractors are responsible for alerting management personnel to all environmental incidents or hazards which may result in an environmental incident, regardless of the nature or scale as detailed below.

Notification responsibilities are detailed in the POEO Act (Section 148), which encompasses all site personnel, including contractors and sub-contractors. These can be categorised broadly as:

- The duty of an employee or any person undertaking an activity:
  - > Any person engaged as an employee or undertaking an activity must, immediately after becoming aware of any potential incident, notify their relevant manager of the incident and all relevant information about it. This is to be undertaken as per Section 6.2; and

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- The duty of the employer or occupier of a premises to notify:
  - > An employer or occupier of the premises on which the incident occurs, who is notified (or otherwise becomes aware of) a potential pollution incident, must undertake notification to the appropriate regulatory authority of any “material harm incidents”, including relevant information. Notification shall be undertaken by the Environment and Community Relations Superintendent or Operations Manager as per Section 6.2.

## 5. PIRMP Management

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### 5.1 Pollution Incident Management

A pollution incident is defined in the POEO Act as 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.

For further information on managing environmental incidents, refer to the Emergency Management System. These actions must be employed to the maximum extent possible to:

- Provide for the safety of people at and within the vicinity of the site; and
- Contain the pollution incident.

All ACP employees and contractors receive emergency preparedness and response training during their site familiarisation induction. ACP also has trained emergency response employees. Controls of personal protective equipment (PPE) and incident containment and control equipment include but are not limited to:

- Emergency spill kits;
- Portable pumping infrastructure;
- Earth moving plant;
- Floating booms and silt curtains; and
- Erosion and sediment control materials.

The ACP has limited authority to undertake pollution management activities on private property, or outside the site boundary and in such cases will liaise directly and provide appropriate assistance to the relevant authority and emergency services.

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## 6. Notification procedures

### 6.1 Determination of Material Harm

Following containment of the incident, immediate action must be taken to determine if the incident can be classified as a 'material harm incident', i.e. considered to be causing or threatening material harm. As defined by Section 147 of the POEO Act, a material harm incident has occurred if the incident:

- Involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or
- Results in actual or potential loss (including all 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) or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations).

It is possible for a material harm incident to occur on land that is within the boundary of the EPL. The determination of a material harm incident will be made by the Operations Manager or his/her delegate in consultation with the Environment and Community Relations Superintendent. In the event where the Operations Manager and his/her delegate is unavailable immediately, the determination will be made by the Environment and Community Relations Superintendent.

### 6.2 Internal and External Notification

In general terms, sufficient detail of the incident must be reported to enable appropriate follow-up action. The information required is listed in section 150 of the POEO Act. This initial report must include the following information:

- Time, date and duration of the incident;
- Duration of the event;
- Locations where pollution is occurring or is likely to occur;
- Nature, estimated quantity or volume and concentration of any pollutants involved, if known\*;
- Circumstances in which the incident occurred (including the cause of the incident, if known)\*; and
- Action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known\*.

*\* If this information is not known to the person when the initial notification is made but becomes known afterwards, that information must be notified immediately after it becomes known to each authority listed in **Table 1**.*

Notification of an environmental incident is the responsibility of all site and contractor personnel. In the event of an incident, response and notification must be undertaken as per Appendix 12.3.

Recent changes to Part 5.7 of the Protection of the Environment Operations Act 1997 (POEO Act) specify new requirements relating to the notification of pollution incidents.

The changes require the occupier of premises, the employer or any person carrying on the activity which causes a pollution incident to immediately notify each relevant authority (**Table 1**) when material harm to the environment is caused or threatened.

Firstly, 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.

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If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the order detailed in **Table 1**.

**Table 1 External Notification Requirements for an incident that has been classified as a 'material harm incident'**

Agency	Contact details
Fire and Rescue	000 – request 'fire' (only to be contacted first if emergency services are required otherwise, contact last and use 1300 729 579)
Environment Protection Authority (EPA)	131 555
Ministry of Health	(02) 4924 6477 advise that you would like to report an Environmental Incident
WorkCover	131 050
Resources Regulator Department Planning & Environment	1300 814 609 (option 2, then option 5) nswresourcesregulator@service-now.com
Singleton Council	(02) 6578 7290
Department of Planning and Environment (DP&E)	compliance@planning.nsw.gov.au

For further details on reporting environmental incidents, including updated contact details and the duty to notify an incident refer to the EPA website:

<http://www.environment.nsw.gov.au/pollution/index.htm>.

A person must notify even though the notification might incriminate the person. However, the notification is not admissible in evidence against the person for an offence. This qualification does not relate to any evidence obtained following or as a result of the notification. The relevant provision is section 153 of the POEO Act.

Management contact details for use during an incident are outlined within Table 2 below. The Operations Manager and the Environment and Community Relations Superintendent (or their assigned delegates) are the only authorised representatives to report an environmental incident under this management plan.

**Table 2 Ashton Coal Project Management Contacts**

Name	Position	Contact details
Michael Bartlett	Operations Manager	Office: (02) 6570 9104 Mob: 0402 286 719
Phillip Brown	Environment and Community Relations Superintendent	Office: (02) 6570 9219 Mob: 0439 909 952

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In the instance of identification of an environmental incident or hazard, the personnel will report the issue immediately to their Supervisor, who in turn shall report it to the Environment and Community Relations Superintendent, or any member of the Environmental Team. Immediately is taken to mean 'promptly and without delay'. As per guidance provided by the EPA, the decision on whether to notify the incident in accordance with Part 5.7 of the POEO Act should not delay immediate actions to provide the safety of people or contain a pollution incident. However, incident notification will be made as soon as it is safe to do so by either the Operations Manager or Environment and Community Relations Superintendent. Further information is available via [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au) "Frequently Asked Questions Regarding the Duty to Notify of a Pollution Incident".

The ACP's mining leases (ML 1533, ML 1529, ML 1623, ML 1696, ML 1834, ML 1835, ML 1836, ML 1837, ML 1861) outline the requirement for reporting environmental incidents. Incidents' occurring within the mining leases must be reported to the Director General of the Department of Planning and Environment - Resources Regulator within 24 hours of the incident occurring. The report is to be prepared in accordance with any relevant Departmental guidelines. More information on reporting to the DP&E can be found here:

<https://resourcesandgeoscience.nsw.gov.au/regulation/about-the-resources-regulator/incident-reporting>

After initial notification of any material harm incident, it will be the responsibility of the Operations Manager or Environment and Community Relations Superintendent to liaise with any authority listed in **Table 1** that requests additional information, or is providing directions for management of the material harm incident. This may include incident investigation reports and ongoing environmental monitoring results.

### 6.3 Notification to Local Landholders and Community

Community notification shall be undertaken at the determination of the Environment and Community Relations Superintendent. Names and contact details of stakeholders, including local and downstream residents are included in a Stakeholder Register. The following notification methodology is proposed to be utilised as required:

- Early warnings: same day telephone notification to landholders whom may be affected by the incident over the subsequent 24 hour period; and
- Updates: follow up phone calls to all landholders whom may have been notified by the initial early warning.
- Updates are to be provided to the broader local community in affected areas via information sheets or newsletters, Community Consultative Committee meetings, Ashton Coal website (<http://www.ashtoncoal.com.au/>), media statements or any other strategy deemed necessary.

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 local landholders and the community;
- Site contact details; and
- Advice or recommendations based on the incident type and scale.

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## 7. Training

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All personnel affected by the content of this document will receive instruction or explanation on the relevant parts of the document. Incident management and emergency response shall be included in all inductions.

A training exercise designed to test the adequacy of emergency preparedness and response will be undertaken at least once each year. Training exercises may involve the mine employees trained in emergency response responding to a simulated emergency, but may also include expanded simulations that involve other site personnel and external response agencies (Ambulance, Fire, Mines Rescue etc.)

All training records, including the name of the persons undertaking training and date of training, shall be maintained.

## 8. Review and Improvement

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The testing of the PIRMP will be undertaken to check that the information is accurate and current and that the plan is capable of being implemented in a workable and effective manner. Testing shall be undertaken in the following ways:

- The PIRMP will be tested by assessing and reviewing it and making any necessary changes as identified. Testing is taken to be either a desktop review or an environmental emergency drill procedure. Testing will include all components of the plan, including training requirements.

The PIRMP will be reviewed within one month from the date of any pollution incident that occurs in the course of an activity to which the EPL relates. This review will be undertaken in light of the incident, to provide 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.

Copies of the PIRMP testing record will be maintained by the Environment and Community Relations Superintendent and made available to Statutory Departments upon request. Information to be retained regarding PIRMP testing includes:

- The manner in which the test was undertaken;
- Dates when the plan has been tested;
- The person who carried out the testing; and
- The date and description of any update or amendment to the plan.

### 8.1 Document Control

#### 8.1.1 Availability of the PIRMP

The PIRMP shall be kept in written and electronic form at the EPL premises and shall be made available to all personnel responsible for implementing the plan, and to an authorised officer, as defined in the POEO Act on request.

No personal information within the meaning of the *Privacy and Personal Information Protection Act 1998* will be made publicly available as part of the PIRMP.

A hard copy of the PIRMP will be kept within the ACP Environment and Community Office and kept updated with each revision of the PIRMP.

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## 9. Definitions

Term	Definition
ACP	Ashton Coal Project
EPA	Environment Protection Authority
EPL	Environmental Protection Licence
DP&E	Department of Planning and Environment
PELA	<i>Protection of the Environment Legislation Amendment Act 2011</i>
POEO	<i>Protection of the Environment Operations Act 1997</i>
POEO(G)	<i>Protection of the Environment Operations General Regulation 2009</i>
PIRMP	Pollution Incident Response Management Plan
Pollution Incident	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 than 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 Incident	As defined by Section 147 of the POEO Act, a material harm incident has occurred if the incident: <ul style="list-style-type: none"> <li>• Involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or</li> <li>• Results in actual or potential loss (including all 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) or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations).</li> </ul>

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## 10. Accountabilities

Role	Accountabilities for this document
Operations Manager	Approve this PIRMP, including approval of initial development and further approval of any subsequent changes or updates; Provide adequate resourcing for the implementation and maintenance of requirements of the PIRMP; Ensure appropriate notification to relevant authority and response where required; Coordinate communications with affected community members where required.
Environment & Community Relations Superintendent	Develop and maintain the PIRMP, including conducting an annual review of this Management Plan; Undertake notifications as required within the context of the PIRMP; Actively manage any Pollution Incident Response; Make arrangement for testing and updating of the PIRMP; Ensure that appropriate training for implementation of the PIRMP is identified and implemented across the ACP; Coordinate communications with affected community members where required; Ensure the PIRMP and all related documents are made accessible as required by the relevant legislation (hard copy and electronic copy) and ensure that a process is established to ensure that the hard copy is maintained up to date.
All Supervisors	Report all pollution incidents immediately to the Departmental Manager, Environment and Community Relations Superintendent or E&C Coordinator; Initiate the site Emergency Procedure as appropriate; Activate the Emergency Response Team immediately when made aware of a pollution incident; Assist in the management of the pollution incident response on site.
All personnel	Report any potential pollution incidents immediately to your supervisor; Where appropriate take immediate action to control or contain the incident.

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## 11. References

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### 11.1 Legislation

- *Protection of the Environment Legislation Amendment Act 2011 (PELA)*
- *Protection of the Environment Operations Act 1997 (POEO)*
- *Protection of the Environment Operations (General) Regulation 2009 (POEO(G))*
- *Coal Mine Health and Safety Act 2002*
- *Coal Mine Health and Safety Regulation 2006*

### 11.2 Licences

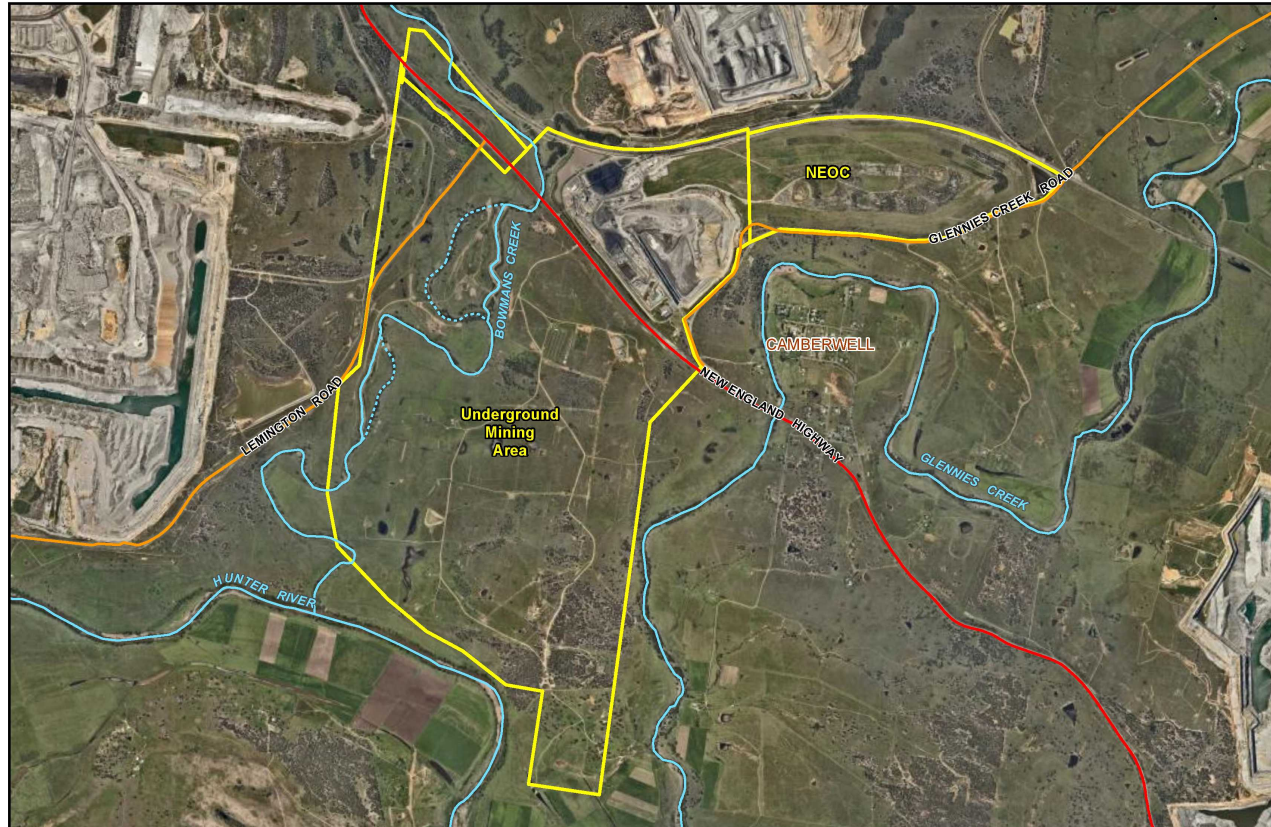
Ashton Coal Project EPL No 11879

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## 12. Appendices

### Appendix 12.1 – Locality Plan

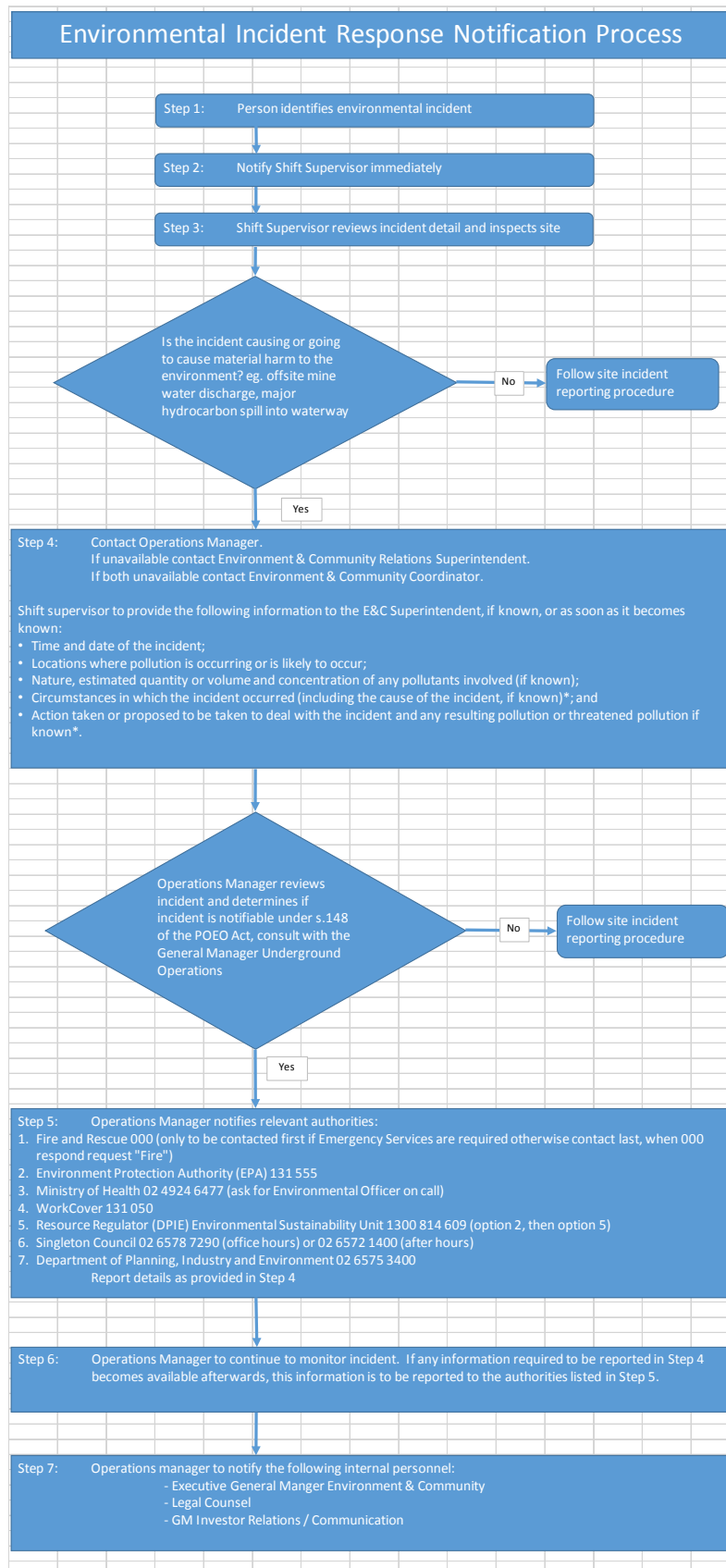


- Legend
- ACOL Project Area
  - Primary Road
  - Sub-arterial Road
  - Watercourse
  - Bowmans Creek Original Course

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**Appendix 12.3 – Environmental Incident Response Notification Process**


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**Appendix 12.4 – Mandated Legislative Requirements**

Appendix 12.4 – Mandated Legislative Requirements Section/ Clause	Detail required	Location in Document
POEO Act 1997 No. 156	<b>A pollution incident response management plan must be in the form required by the regulations and must include the following:</b>	
153C (a)	The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to: (i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, and (ii) The local authority for the area in which the premises to which the EPL relates are located and any area affected, or potentially affected, by the pollution, and (iii) Any persons or authorities required to be notified by Part 5.7 (of the POEO Act)	Section 6.3 Section 6.2 Section 6.2
153C (b)	A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant EPL to reduce or control any pollution,	Section 5.0
153C (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,	Section 6.2
153C (d)	Any other matter required by the Protection of the Environment Operations (General) Regulation 2009 (as set out below): 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”). 98C (1)(b) The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood. 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. 98C (1)(d) An inventory of potential pollutants on the premises or used in carrying out the relevant activity. 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. 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. 98C (1)(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 POEO Act, and (iii) are responsible for managing the response to a pollution incident.	Section 2.3 Section 2.2 Section 2.2 Section 3.2 Section 3.2 Section 5.0 Section 6.2

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Appendix 12.4 – Mandated Legislative Requirements Section/ Clause	Detail required	Location in Document
	98C (1)(h) The contact details of each relevant authority referred to in section 148 of the POEO Act.	Section 6.2
	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.	Section 6.3
	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.	Section 5.0
	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.	Appendices (12.1, 12.2, 12.3, 12.4.1, 12.4.2) <b>NB:</b> No stormwater drains leave the premises.
	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.	Section 5.0
	98C (1)(m) The nature and objectives of any staff training program in relation to the plan.	Section 7
	98C (1)(n) The dates on which the plan has been tested and the name of the person who carried out the test.	Section 8
	98C (1)(o) The dates on which the plan is updated.	Section 13.2
	98C (1)(p) The manner in which the plan is to be tested and maintained.	Section 8

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**Appendix 12.5 – PIRMP Test Record**

## PIRMP TEST RECORD

**INSTRUCTIONS**

As required in the Protection of the Environment Operations (POEO) Act 1979, each operations Pollution Incident Response Management Plan (PIRMP) must be tested within 30 days of an incident causing or threatening material harm to the environment occurring.

Ashton Coal shall test their PIRMP within 30 days of any reportable environmental incident to the EPA or DP&E. In addition to this requirement all PIRMPs must be tested annually, either through a desktop analysis or an environmental emergency drill.

<b>1. PIRMP TEST RECORD</b> Person Completing this record:	
Is the PIRMP being tested as a result of an incident?	
Incident Date:	ID:
Description of Incident:	
Is the PIRMP readily available?	
Are all procedures associated with the PIRMP readily available?	
Are all procedures associated with the PIRMP current?	
Is all <b>internal</b> contact information in the PIRMP correct (including appendices)?	
Is all <b>external</b> contact information in the PIRMP correct (including appendices)?	
Has the stakeholder register been reviewed? When?	
Were training Requirements of the Plan tested?	

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### 2. PIRMP AMENDMENTS OR UPDATES

Please list below any amendments or updates required in the PIRMP as a result of this testing. Actions from this review that cannot be completed immediately must be tracked through Intelex to ensure completion.

Action	Responsible	Completed (Y/N)	Due

### 3. TEST RECORD SIGNOFF

Person Completing the Testing: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Testing: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

This record form, once completed and approved, must be stored securely.

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**Appendix 12.5 – PIRMP Record of Contact**
**Details of Incident**

Detail Required	Detail Provided
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 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 the taken to deal with the incident and any resulting pollution or threatened pollution if known;	
F. Other information prescribed by the regulations.	

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Agency	Contact details	Date	Time	Name of Contact	Reference Number	Agency Comments or further action
Fire and Rescue	000 – request ‘fire’ (only to be contacted first if emergency services are required otherwise, contact last and use 1300 729 579)					
Environment Protection Authority (EPA)	131 555 EPL 11879					
Ministry of Health	(02) 4924 6477 advise that you are reporting an environmental incident.					
WorkCover	131 050					
Resources Regulator	1300 814 609 (option 2, then option 5) nswresourcesregulator@service-now.com					
Singleton Council	(02) 6578 7290					

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Agency	Contact details	Date	Time	Name of Contact	Reference Number	Agency Comments or further action
Department of Planning and Environment (DP&E)	compliance@planning.nsw.gov.au					

Landholder	Date	Time	Contact Person (if other than Landholder)	Detail Provided	Landholder Comments or further action

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## 13. Control and Revision History

### 13.1 Document information

Property	Value
Approved by	Operations Manager
Document Owner	Environment and Community Relations Superintendent
Effective Date	01/12/2014
Keywords	Pollution Incident Response Management Plan, Pollution, Environment, PIRMP

### 13.2 Revisions

Version	Date reviewed	Review team (consultation)	Nature of the amendment
1	02/12/14	D Short	Initial development and issue of document into CMO
1A	15/09/2016	D Short, J McNaughton, A Shaw, J Barben	PIRMP desktop review and test
1B	27/07/2017	F Bailey, P Brown	Minor review of PIRMP
1C	25/07/2018	P Brown	Update contact details
1D	23/12/2020	P Brown	Updated Department details
1E	20/12/2021	P Brown / C Eckersley	Updated Department details and contact numbers
1F	22/07/2022	P Brown	Update Department details and contact methods
1G	8/01/2024	P Brown	Update Contact Details and plans to include RUMEx ML's

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