



# **Pollution Incident Response Management Plan**

## **Environmental Protection Licence 3200** ***The Entrance Dredging Program 2020***

**COUNCIL ENVIRONMENTAL INCIDENT HOTLINE NUMBER 4350 5789**



**F2004/06912**

**Link to PIRMP on Council Website**

**<https://www.centralcoast.nsw.gov.au/environment/coastlines/estuaries-lagoons-and-wetlands/tuggerah-lakes-estuary/dredging-entrance>**

## Document Control

Plan Preparation			
	Name & Position	Signature	Date
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Reviewed by	<b><i>Peter Geddes</i></b> Managing Director		31.8.2020
Approved by	<b><i>Peter Geddes</i></b> Managing Director		31.8.2020
Reviewed by	<b><i>Matt Barnett</i></b> <b><i>Team Leader -</i></b> <b><i>Catchments</i></b>		9.9.2020
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Reviewed by	<b><i>Mairin Ireland</i></b>		10.9.20

Annual Review		
Date	Name & Position	Description of Change

Review Post Pollution Incident			
Date	Name & Position	Description of Incident	Description of Change

<b>Reference Documents</b>	
<b>Title</b>	<b>Reference (LA/257/2009)</b>
CCC PIRMP - Licence 3200 (2015)	D11861631
EMS-46 Entrance Dredging Program	D11819946
HWB Dredge Procedures Manual	D14186376
HWB Barge Operating Procedures WHS and EMS	D14186378
The Entrance Dredging Program Review of Environmental Factors 2020 (REF)	D14186433
Construction Environmental Management Plan for The Entrance Dredging Project 2020 (CEMP)	D13193854
Permit to Harm Marine Vegetation Whilst Dredging PN18/67	D13193877
Part 5 for The Entrance Dredging Program 2020 (Part 5)	D13193886
The Entrance Channel Dredging Risk Register (Risk Register)	D03113302
Environment Protection Licence No.3200	D11861631
Crown Lands Licence	D11918904

## Purpose of Management Plan

This Pollution Incident Response Management Plan (PIRMP) is set in accordance with the requirements set out in *Part 5.7A of the Protection of the Environment Operations Act 1997 (POEO Act)*. It is intended to provide a set of standard procedures for Council and contracted staff when a pollution incident has occurred during the operations of Central Coast Councils' Environmental Protection Licence (EPL) 3200 to dredge the Entrance Channel of Tuggerah Lake. The PIRMP is intended to ensure that the dredging operations are to be performed in a safe and competent manner to persons and the environment.

A copy of this PIRMP is to be maintained on site and on board Hunter Wharf and Barge's (HWB's) Barge at all times, and is to be read and agreed to by the operators in accordance with *Section 153D of the Protection of the Environment Operations Act (POEO Act)*. A duplicate PIRMP shall be kept with the Designated Person responsible for the dredge.

In accordance with *Clause 98D of the Protection of the Environment Operations (General) Regulation 2009 (POEO Reg)*, components of this PIRMP must also be made publicly available on Council's website. These include:

procedures for contacting the relevant authorities

- procedures for communicating with the community
- may be exclusive of any personal information within the meaning of the *Privacy and Personal Information Protection Act 1998*.

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# 1. Introduction

## 1.1 Company Responsibilities and Authorities

**Central Coast Council** is a Local Government Authority, as described by the NSW Local Government Act 1993.

Central Coast Council's administration buildings are located at:

2 Hely Street,                      North Office  
WYONG NSW 2259              Phone: 1300 463 954

49 Mann Street                      South Office  
GOSFORD NSW 2250              Phone: 1300 463 954

Central Coast Council contact details are:

E-mail: [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au)      Website: [www.centralcoast.nsw.gov.au](http://www.centralcoast.nsw.gov.au)

**Hunter Wharf & Barge** are a private marine contractor, that will be providing plant and operators to undertake dredging operations on behalf of Central Coast Council.

Hunter Wharf & Barge are located in Lake Macquarie, NSW, their postal address is:

P O BOX 358  
Toronto, NSW, 2283

[peter@hunterwharfandbarge.com.au](mailto:peter@hunterwharfandbarge.com.au)  
[www.hunterwharfandbarge.com.au](http://www.hunterwharfandbarge.com.au)

## 1.2 Designated Person

**Designated Person: Sam Cashman**

Contact details                      0400 051 736

Sam Cashman, the Designated Person (DP), is Hunter Wharf & Barge's Project Manager and is responsible for the management of the dredge operations. The designated person reports to the Managing Director of Hunter Wharf & Barge, Peter Geddes.

**Director: Peter Geddes**

Contact details:                      0414 866030

Sam Cashman (DP) is responsible for:

- making sure, with the support of the crews direct line of management, that the PIRMP is working and reporting to the Managing Director if remedial action or changes to the plan are needed;

- making sure, with the support of the crews direct line of management, that the vessel and crew are operating safely and are not polluting the environment;
- making sure, with the support of the crews direct line of management that the vessel and crew have what they need to run safely and efficiently; and
- making sure there is a regular review of the PIRMP.

### **1.3 Master's Responsibility and Authority**

The Master is always in charge of the vessel. S/he has complete authority and is responsible for safety, pollution prevention and the efficient operation of the vessel. S/he may deviate from documented vessel procedures if human life, property or the environment is at risk. S/he may ask Council for help if s/he thinks s/he needs it.

In everything to do with the safety of persons, property or the environment, the Master reports directly through their line of management as per the organisational structure and the Designated Person is also advised of any issues.

The Master is responsible for:

- making sure the PIRMP is working;
- making sure the crew understand and carry out the PIRMP;
- reviewing pollution mitigation measures and reporting any problems to the HWB/Council;
- making sure that procedures for safe operations and the protection of the environment are followed;
- reporting hazards, incidents/ accidents through procedures in the PIRMP;
- making sure the crew understand their duties and responsibilities as described in the PIRMP;
- working with other crew members and their direct line of management in holding onboard training as required by HWB's PIRMP;
- evaluating and reviewing the PIRMP on board the vessel and reporting any problems to HWB/Council;
- making sure that PIRMP records are up to date and available.

### **1.4 Resources and Personnel**

Hunter Wharf and Barge's barge is a HY85-160 Dragflow. This Dragflow will be housed on HWB's 17m x 9m Grey Barge and will be powered by HWB's 27t Excavator.

All vessel crew and passengers are under the authority of the Dredge Master.

Although NSW Maritime regulations do not require a deckhand on any of the vessels, under HWB's own workplace safety procedures, one of the three HWB staff previously mentioned is used as a deckhand on the dredge whilst it is in operation.

HWB ensures that their masters and crew are adequately experienced and that their qualifications meet legal requirements. Photocopies of crew's certificates are kept in HWB's records management system. HWB also makes sure that all crew understand their responsibilities for protecting the environment.

- Please refer to the *Aquatic Vessel Safety Management System* for further details on the operations of the dredge.

### 1.5 Hunter Wharf & Barge Aquatic Plant Operational Structure

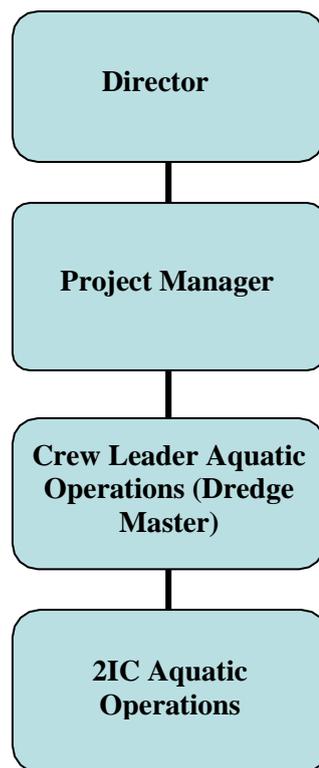


Figure 1: Hunter Wharf and Barge's Aquatic Plant Operational Organisational Chart

## 1.6 Location and Characteristics of Dredging Activities

- Please refer to *The Entrance Dredging Project Review of Environmental Factors* (2020) prepared by Royal HaskoningDHV for further information.

Dredging activities under Licence 3200 are restricted to the entrance of Tuggerah Lake Estuary, located at The Entrance, New South Wales, 2261.

The dredge footprint extends from The Entrance Channel sand spit westward to Picnic Point and northward to the northern end of Terilbah Channel. Sand nourishment areas include the North Entrance Beach and Estuary Eastern Beach which is adjacent to Karagi Park Foreshore.

Tuggerah Lakes and the tributaries of Tuggerah Lakes are owned by Crown Lands. Crown Licence 3683371 has been provided from the Land and Property Management Authority (LPMA) under Section 34 of the *Crown Lands Act 1989* to undertake dredging activities. The licence applies to the dredging and beach nourishment activities carried out on Crown Land, including submerged Crown Land.

A maintenance dredging program can involve the removal of up to 100,000m<sup>3</sup> of clean sands from the dredge footprint area. The 2020 dredge campaign aims to extract approximately 30,000 cubic metres from the channel. Clean sand is subsequently used to nourish erosion susceptible beaches within the designated nourishment area.

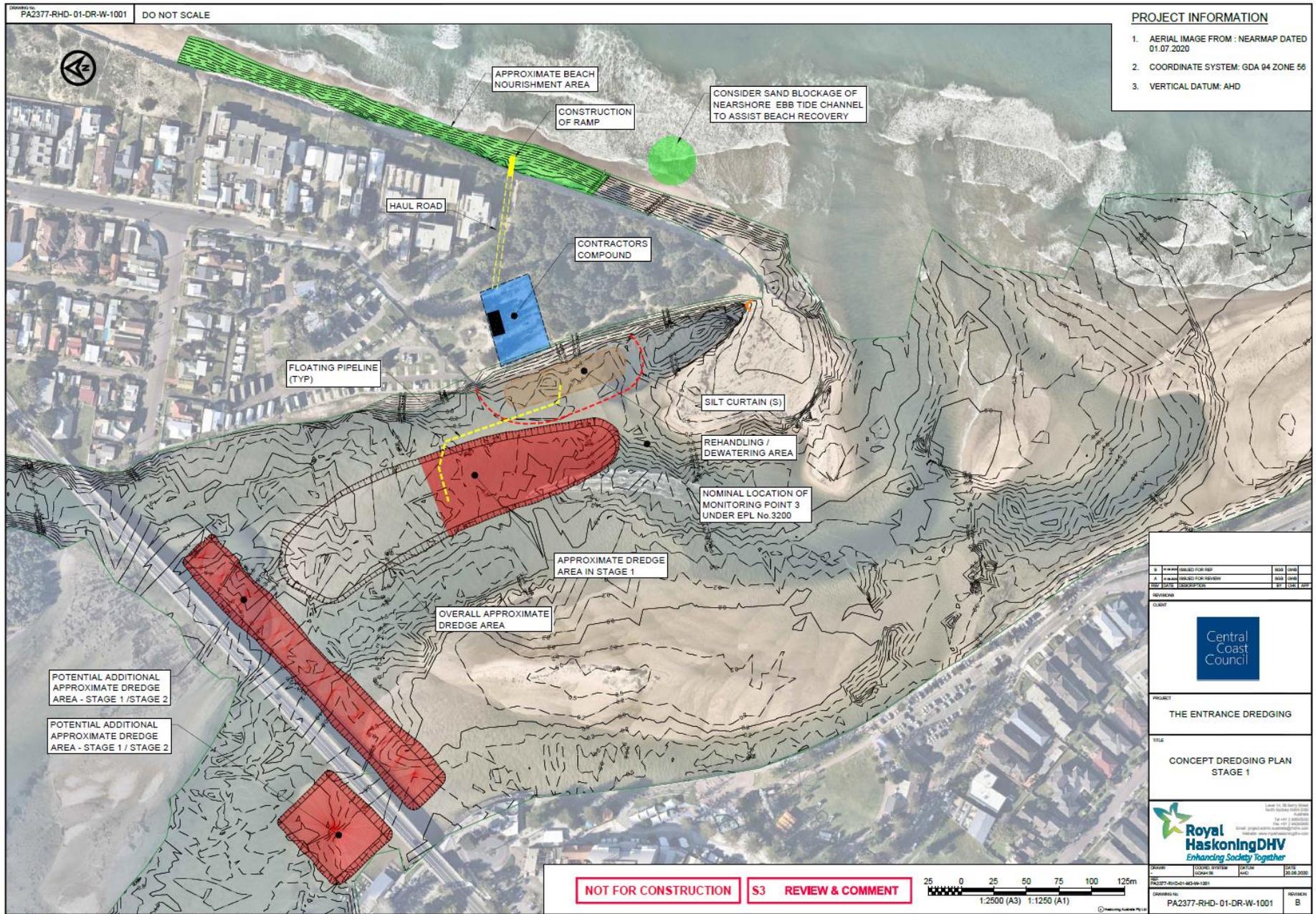


Figure 2: Location of Stage 1 Dredging Activities at The Entrance Channel, The Entrance, New South Wales (Source - Entrance Channel Dredging REF 2020 RHDHV).



**Figure 3: Location of Stage 2 Dredging Activities at The Entrance Channel, The Entrance, New South Wales (Source - Entrance Channel Dredging REF 2020 RHDHV).**

## 2. Planning and Legislative Requirements

- Please refer to Section 3 of *The Entrance Dredging Project Review of Environmental Factors* 2020 for further information.

### 2.1 Licences and Approvals

A summary of the licences and approvals that must be obtained before dredging and nourishment activities may be lawfully carried out are provided in the table below.

**Table 1: Summary Table of Approvals and Licences**

Organisation Responsible	Compliance Required	Document Control	Validity
Department of Primary Industries (Fisheries NSW)	Part 7 permit to harm marine vegetation under Section 205 of the Fisheries Management Act.	D13193192	15/03/2021
Central Coast Council	Review of Environmental Factors	D14186433	Current
Central Coast Council	Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act)	D13193886	Current
Central Coast Council	Construction Environmental Management Plan (CEMP)	D13193854	Current
Department of Primary Industry (Crown Land Division)	Licence 368371 under Section 34A of the Crown Lands Act 1989.	D11918904	Annually Renewed
NSW Environmental Protection Authority (EPA)	Environmental Protection Licence 3200.	D11861631	Annual reporting requirements 5 yearly review

### 2.2 Other Relevant Plans

Maintenance of the ocean entrance via dredging is consistent with the Tuggerah Lakes Estuary Management Plan as it assists in the prevention of eutrophication of the estuary. Flood risk to low lying areas and property is also addressed through the maintenance dredging of The Entrance Channel.

The Entrance Channel dredging is also consistent and does not inhibit the Coastal Zone Management Plan for the Wyong Coastline and in particular the thirteen Principles for Sustainable Coastline Management.

## 3. Pollution Incidents

### 3.1 Pollution Incident Definition

Under the *Protection of the Environment Operations Act 1997* (POEO Act), pollution of water is defined as:

*“Water pollution’ includes introducing litter, sediment, oil, grease, wash water, debris, and flammable liquids such as paint, etc. into waters or placing such material where it is likely to be washed or blown into waters or the stormwater system or percolate into groundwater.”*

A pollution incident is defined by the New South Wales Environmental Protection Authority (EPA) as:

*‘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.

If a pollution incident occurs in the course of an activity at the premises so that material harm to the environment (within the meaning of *Section 147* above) is caused or threatened, the person carrying out the activity must **immediately** implement the PIRMP that was developed to meet the requirements of the POEO Act. Immediately is described by the EPA as:

*‘promptly and without delay, after the person becomes aware of the incident’.*

The pollutants identified in the Environmental Protection Licence 3200, being pH and Total Suspended Solids (TSS), become a pollution incident when levels are recorded outside the 100 percentile concentration limit.

- Please refer to the *Environmental Protection Licence 3200* for further information.

### **3.2 Hazard Identification and Risk Control**

- Please refer to *The Entrance Dredging Program- Risk Register*

Central Coast Council has undertaken a risk assessment which includes the likelihood and consequences for The Entrance Dredging Program. The Risk Register identifies the current control measures in place and the potential controls for mitigating, managing and reducing impacts to the environment through associated activities carried out under The Entrance Dredging Program. The risks associated with an identified hazard are determined using a **worst case** scenario approach. The controls are then identified, applied and evaluated.

*The Entrance Dredging Program- Risk Register* is reviewed annually or following an incident in accordance with the POEO Regulations. *Risk Registers* are developed and maintained in the corporate document management system.

**Table 2: Potential Pollutant Hazards Summary Identified from *The Entrance Dredging Program Risk Register*.**

Potential Hazard	Likelihood of Hazard	Overall Consequence	Pre-emptive Actions to Reduce Hazard	Treatment Methods / Potential Control
<b>pH</b>	Unlikely	Moderate	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing and Approval Conditions</li> </ul>
<b>Total Suspended Solids (TSS)</b>	Unlikely	Moderate	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing and Approval Conditions</li> </ul>
<b>Oil (maximum 864 Litres)</b>	Rare	Moderate	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• Dredge Procedures Manual</li> <li>• Aquatic Vessel SMS</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Equipment</li> <li>• SWMS</li> <li>• SDS</li> </ul>
<b>Fuel (maximum 5,000 Litres)</b>	Rare	Moderate	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• Dredge Procedures Manual</li> <li>• Aquatic Vessel SMS</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Equipment</li> <li>• SWMS</li> <li>• SDS</li> </ul>
<b>Smoke and Fumes</b>	Rare	Catastrophic	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• Dredge Procedures Manual</li> <li>• Aquatic Vessel SMS</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Equipment</li> <li>• SWMS</li> <li>• SDS</li> </ul>
<b>Odours</b>	Unlikely	Minor	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing and Approval Conditions</li> </ul>

<b>Noise and Vibration</b>	Unlikely	Minor	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing and Approval Conditions</li> </ul>
<b>Hydrogen Sulphide</b>	Unlikely	Minor	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing and Approval Conditions</li> </ul>
<b>Anthropogenic Waste Material</b>	Unlikely	Minor	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing and Approval Conditions</li> <li>• Safety Equipment</li> <li>• SWMS</li> <li>• SDS</li> </ul>
<b>Mixed Chemical Spill (less than 10 Litres)</b>	Rare	Moderate	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• Dredge Procedures Manual</li> <li>• Aquatic Vessel SMS</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing and Approval Conditions</li> <li>• Safety Equipment</li> <li>• SWMS</li> <li>• SDS</li> </ul>
<b>Fire</b>	Rare	Catastrophic	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• Aquatic Vessel SMS</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Equipment</li> <li>• SWMS</li> <li>• SDS</li> </ul>
<b>Discoloured Water</b>	Unlikely	Minor	<ul style="list-style-type: none"> <li>• REF</li> <li>• Part 5</li> <li>• CEMP</li> <li>• Dredge Procedures Manual</li> <li>• Aquatic Vessel SMS</li> <li>• EPA Licence 3200</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing and Approval Conditions</li> </ul>

### 3.3 Pollutant Inventory

- Please refer to the *Construction Environmental Management Plan for The Entrance Dredging Project* for further information.

**Table 3: Pollution Inventory**

Pollutant	Location	Map Reference	Stage
pH	Within the Dredge Footprint	Figure 5a	Mobilise, Dredging, Demobilise.
Total Suspended Solids (TSS)	Within the Dredge Footprint	Figure 5a	Mobilise, Dredging, Demobilise.
Hydrogen Sulphide	Within the Dredge Footprint and Beach Nourishment Areas	Figure 5ab	Mobilise, Dredging, Nourishment, Demobilise.
Odours	Within the Beach Nourishment Areas	Figure 5a	Mobilise, Dredging, Nourishment, Demobilise.
Anthropogenic Waste Material	Within the Beach Nourishment Areas	Figure 5b	Dredging, Nourishment.
Smoke and Fumes	Entire Vessel	Figure 6	Mobilise, Dredging, Nourishment, Demobilise.
Noise and Vibration	Entire Vessel	Figure 6	Mobilise, Dredging, Nourishment, Demobilise.
Fire	Entire Vessel	Figure 6	Mobilise, Dredging, Nourishment, Demobilise.
Mixed Chemical Spill (less than 10 Litres)	Workboat/Barge/Excavator/ Mobile plant	Figure 6	Mobilise, Dredging, Nourishment, Demobilise.
Oil (max 864 Litres)	Workboat/Barge/Excavator/ Mobile plant	Figure 6	Mobilise, Dredging, Nourishment, Demobilise.
Fuel (max. 5,000 Litres)	Workboat/Barge/Excavator/ Mobile plant	Figure 6	Mobilise, Dredging, Nourishment, Demobilise.

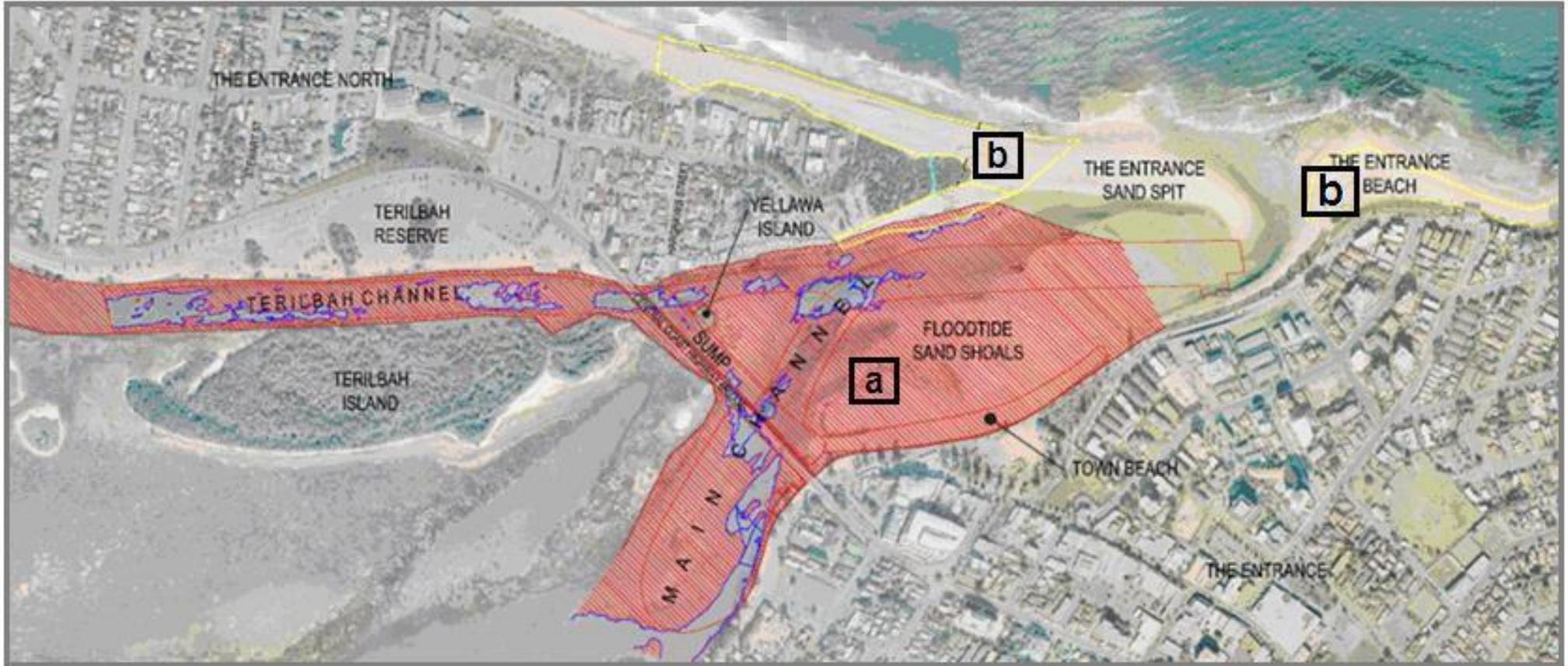
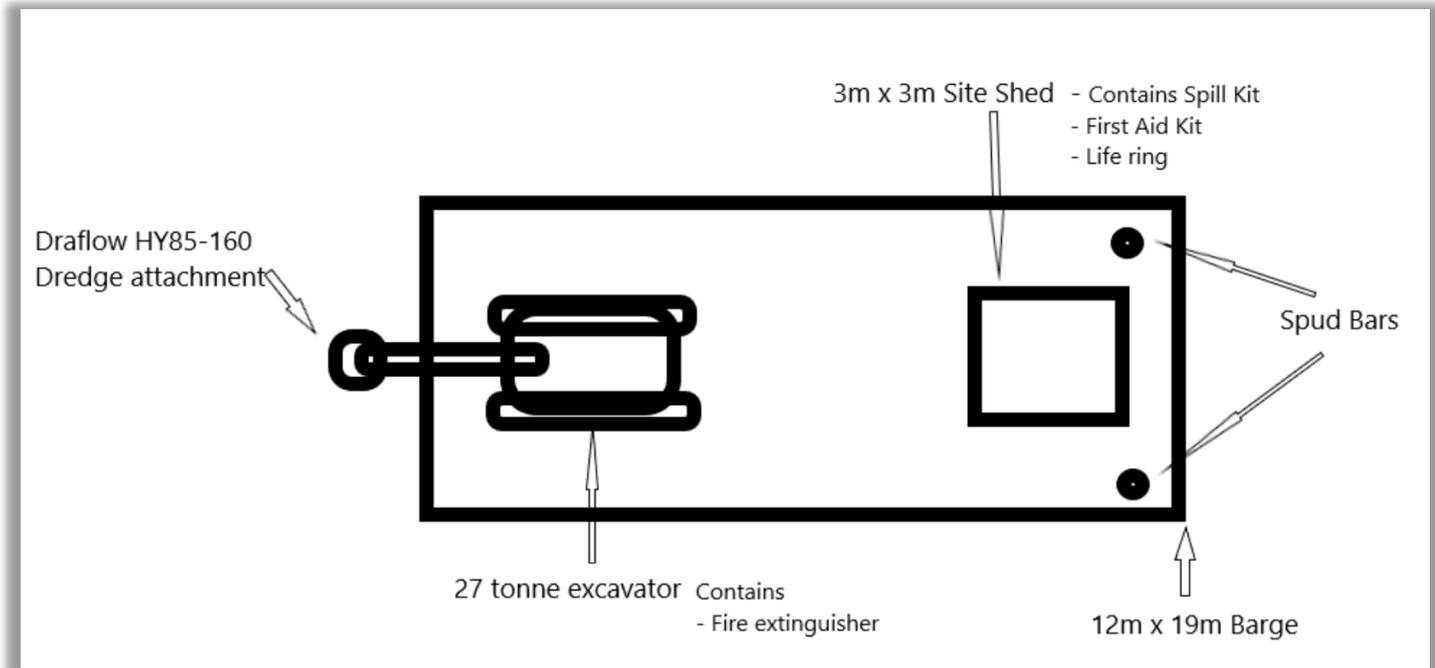


Figure 5: Pollution Inventory Map for The Entrance Dredging Program.

### 3.4 Safety Equipment



**Figure 6: Safety Equipment Located on HWB's Dredge Barge**

For additional information please refer to HWB's *Dredge Procedures Manual*

- *Section 3.3 Safety Equipment.*

## 4. Pollution Incident Procedure

### 4.1 Identification of Key Persons and Relevant Authorities

The following people have a duty to notify a pollution incident occurring in the course of an activity that causes or threatens material harm to the environment.

Council has a duty of care to report pollution incidents under the *Protection of the Environment Operations Act 1997* (POEO Act). Council is required to **immediately** notify a number of relevant authorities (e.g. OEH, Central Coast Public Health, Work Cover, Fire and Rescue and NSW Food Authority) of the pollution incident causing or threatening material harm to the environment and/or there is a risk to public health.

Failure to report a pollution incident posing material harm to the environment or a risk to public health carries penalties for corporations and individuals.

**Table 5: Names, Roles and Contact Numbers of Key Persons.**

Role	Organisation	Name	Contact
24 Hour Environmental Incident Hotline Contact	CCC	Environmental Incident Hotline - Operator	Ph: (02) 43505789
Designated Person	HWB	Peter Geddes	Mob: 0414 866 030
		Sam Cashman	Mob: 0400 051 736
Project Manager	CCC	Chris Lear	Mob: 0478 322 135
Site Supervisor	HWB	Aaron Lyneham	Mob: 0426 258 643
Acting Operator in Charge Aquatic Operations	CCC	John Cato-Symonds	Mob: 0419 580 758
Council Works Inspector	CCC	Rhys Carrodus	Mob: 0436 847 620

**Table 6: Relevant Authorities Contact Numbers.**

Order	Organisation	Contact
1	EPA Environment Line	131 500
2	NSW Ministry of Health - via Wyong Hospital	(02) 4394 8000
3	Safe Work NSW	131 050
4	Fire and Rescue NSW	000

## **4.2 Procedures of Actions Immediately after a Pollution Incident**

### **1. Receive Notification of Incident**

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Responsibility: Customer Contact, Site Supervisor, Project Manager

Details:

1. Council observes the incident, receives the initial phone call or direct complaint and records the following details on the request: customer name, contact details, location details, date and time the call was received. If this is received in the field an electronic form is used to register the complaint.
2. The service request is then telephoned through to the appropriate Site Supervisor or on-call Project Manager.

### **2. If there is an Incident?**

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Responsibility: Site Supervisor and Council Representative, Project Manager

Details:

1. The Site Supervisor, Council Representative and Project Manager attends the site and assesses the situation.
2. If there is an incident proceed to step 3.

### **3. Assessment of the Incident**

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Responsibility: Site Supervisor in Consultation with Council Representative

Details:

1. Cease current operations.
2. Implement immediate mitigation measures to contain the pollutant in accordance with the **Risk Register**.
3. Assesses the criticality of the pollution.
4. Category 1 – Minor; no material has escaped the site or caused material harm to the environment and is easy to clean up without additional assistance. E.g.

local discharge within Channel.

5. Category 2 – Major; material has escaped the site causing pollution of downstream area which will require detailed clean up possibly involving other agencies and/or additional resources not available to local Site Supervisor. Damaged has occurred or is likely to occur to the environment or is an immediate health risk to the public (eg. recreational bathing, fishing)
6. Category 3 – Licence Breach; exceeding prescribed limits of pH and total suspended solids (TSS).

#### **4. Notification of Incident – Call Council’s Environmental Incident Hotline**

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Responsibility: Site Supervisor in Consultation with Council Representative

Details:

1. FOR ALL ENVIRONMENTAL INCIDENTS, REGARDLESS OF SCALE - Call Council’s Environmental Incident Hotline immediately on **4350 5789** (24hrs/day);
2. Advise the operator;
  - a. The category of the incident (e.g. minor, major, licence breach).
  - b. Location of the incident (e.g. The Entrance Channel approximately 50m from the Eastern Estuary Beach).
  - c. Date and time of the incident.
  - d. Nature of the incident (e.g. pH, turbidity plume, fuel).
  - e. Pollutant concentration or estimated quantity that has escaped into the environment (e.g. pH 6.0, 10 Litres).
  - f. Detail the action that will be taken to rectify the problem.
3. Obtain service request number (during normal working hours only) from the operator.
4. Record the call made to the Hotline, on electronic form and on **Log Sheet** in Appendix 1.
5. The Environmental Incident Hotline Operator will notify the EPA and other relevant authorities on your behalf as per the POEO requirements. **YOU DO NOT NEED TO CALL THE EPA OR OTHER AUTHORITIES.**
6. Comply with all advice and guidance from the Environmental Incident Hotline Operator such as collection of samples or installation of public health warning signage.
7. Continue to liaise with the Environmental Incident Hotline Operator if they have any further questions for you to pass on to the EPA.

#### **8. Implement Mitigation Measures**

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Responsibility: Site Supervisor in Consultation with Council Representative

Details:

1. Carry out the necessary tasks to rectify the problem according to the **Risk Register**.
2. Notify Project Manager or Designated Person of the incident as soon as possible.

3. For major incidents erect public warning signs if necessary. Signs must be installed if the incident is near a bathing area, public recreational use area or has potential to spread to a public use area. Take photos of the signs to record evidence signs have been erected.

## **9. Project Manager Responsibility**

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Responsibility: Project Manager in Consultation with Council Representative

Details:

1. The Project Manager is responsible for:
  - a. Ensuring the Site Supervisor carries out the work in accordance with the above procedure.
  - b. Liaising with Regulation and Compliance in regard to reporting the incident to the relevant authorities.
  - c. Notifying the Designated Person of the incident.
  - d. Notifying affected neighbours.

## **10. Designated Person Responsibility**

---

Responsibility: Designated Person in Consultation with Council Representative

Details:

1. The Designated Person and Council Representative are responsible for:
  - a. Notifying the EPA in writing within 7 days of the pollution incident occurring.
  - b. Ensuring the PIRMP is reviewed and tested within one month of the incident occurring.

### 4.3 Flow Chart of Actions

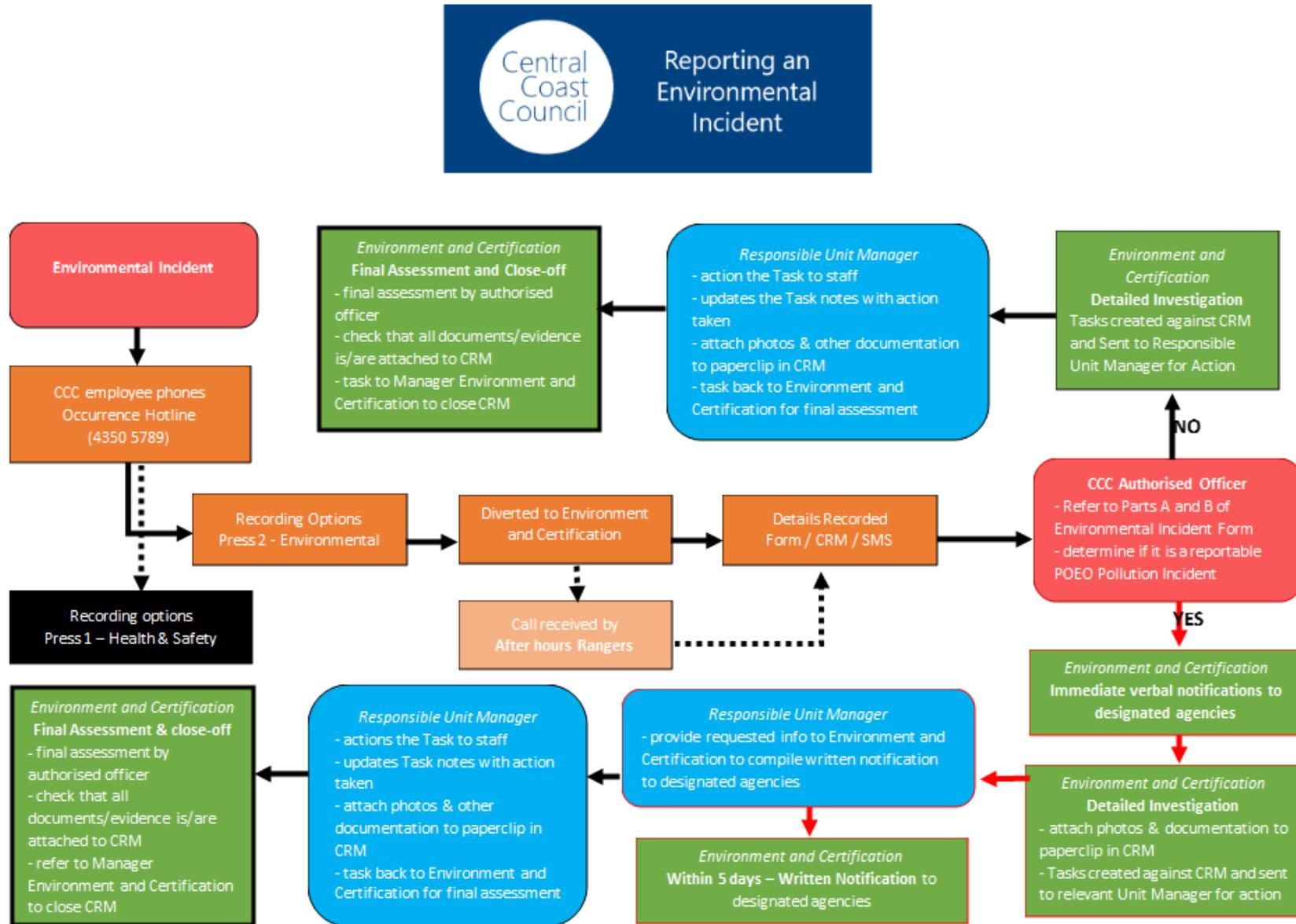


Figure 6: Central Coast Council’s Flow Chart of Reporting an Environmental Incident.

# Safety or Environmental Occurrence in the workplace?



## What do you do?

**Following an incident / occurrence you need to:**

1. Notify your **Manager** or **Supervisor** immediately.
2. Report the incident to the **Occurrence Hotline** on **4350 5789**, if not immediately, within 24 hours.

The hotline is available **24 hours a day, 7 days a week!**

## What is an Occurrence?

- Near hits or hazardous situations that cannot be immediately rectified
- Injuries or illnesses to ourselves and others at our places of work
- Damage to services (i.e. gas and electricity)
- Actual or potential harm to the environment
- Damage to plant, equipment or structures during the course of work
- Any interactions with SafeWork NSW, EPA or other regulatory bodies

If you are still unsure about whether a particular incident / occurrence should be notified then contact the Occurrence Hotline on 4350 5789 for advice and further guidance.

Figure 7 – Central Coast Council – What to do during a Safety or Environmental Occurrence in the workplace?

## 4.4 Process to Notify Neighbours

In the event that the pollution incident will affect neighbouring properties (other than Council land or land under Council control) e.g. smoke, the Project Manager in consultation with Council delegates must coordinate the task of notifying the affected neighbours. This includes both early warnings and regular updates.

1. Delegate a member of Staff to door knock on the affected neighbouring properties.
2. Delegate a member of Staff to notify Communications to place updates on Council and social media websites.

During business hour please contact;

- i. Hayley Shwartz on Ph: 4350 5767
- ii. Alison Ayers Ph: 0400997028

After Hours emergency communication contact;

- i. 0408 967 236

## 5. Management Plan Testing, Review and Training

As a requirement of Section 153E of the *POEO Act 1997*, the PIRMP must be tested and reviewed:

- within 3 months of implementation (Appendix 2)
- once every 12 months (Appendix 2)
- within 1 month of a pollution incident occurring (Appendix 3)

The information provided in the PIRMP must be up to date and it must be demonstrated that it is capable of being implemented in a workable and effective manner if requested by the Environmental Protection Authority (EPA). Testing of the plan is to include both practical exercises and training drills. Testing must cover all components of the plan including the effectiveness of training. Testing may also be undertaken by a minuted meeting of stakeholders where pollution scenarios and the content of the PIRMP are discussed.

Council and HWB recognise the need to train crew so that they can work safely and protect the environment. If a crew member needs training in a particular area or procedure, they won't be asked to work in that particular area until they have been trained. PIRMP training is to be recorded in Appendix 4 and records are to be kept in Councils records management system.

The Dredge Master will take new crew members on a 'tour' of the vessel, highlighting the procedures and responsibilities in the PIRMP. This training is to be recorded in Appendix 5 and records kept in Councils records management system.

All Dredge Masters are required to undertake emergency drills monthly whilst they are operating the vessel.



## Appendix 2

### **RECORD SHEET: Review and Testing of PIRMP**

*This plan must be tested once every 12 months as a requirement of Section 153E of the POEO Act 1997.*

Date	Reviewer	Details of Testing	Adjustments to Management Plan	Signature

### Appendix 3

#### **RECORD SHEET: Review and Testing of PIRMP after a Pollution Incident**

*Plans must also be tested within one month of any pollution incident occurring in the course of an activity to which a licence relates to.*

Date of Pollution Incident	Pollutant Incident Comments	Date Management Plan Reviewed	Reviewer	Adjustment to Management Plan

## Appendix 4

### RECORD SHEET: Annual PIRMP Operator Training

#### Environmental Protection Licence 3200

#### The Entrance Channel Dredging

### Pollution Incident Response Management Plan (PIRMP)

Description of Training (eg. Training session, practical exercises, training drills)

Training Facilitator			Date of Training	
Key Person	Name	Signature	Date	Further Training Required
Designated Person				Y / N
Project Manager				Y / N
Site Supervisor / Dredge Master				Y / N
Environmental Rep				Y / N
Environmental Management Coordinator				Y / N
Operator #1				Y / N
Operator #2				Y / N
Operator #3				Y / N
Operator #4				Y / N
				Y / N
				Y / N

## Appendix 5

### RECORD SHEET: New Operator PIRMP Training

#### Environmental Protection Licence 3200

#### The Entrance Channel Dredging

### Pollution Incident Response Management Plan (PIRMP)

#### Points to Cover:

- What is a Pollution Incident?
- Immediate Reporting Requirements
- Key Person's Role, Responsibility and Contact Numbers
- Duty to Notify
- Pollution Incident Procedure

**Operators:** The following operators have read and agree to follow these procedures set out in the plan:

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following operators have requested further training in these particular areas:

Name	Field or Subject
_____	_____
_____	_____
_____	_____
_____	_____

## Appendix 6

### RECORD SHEET: Operators Monthly Drill Log

**Environmental Protection Licence 3200**

**The Entrance Channel Dredging**

**Pollution Incident Response**

**Management Plan (PIRMP)**

Description of Training (e.g. practical exercises, training drills)

Training Facilitator

Date of Training

Key Person	Name	Signature	Date	Further Training Required
Site Supervisor / Dredge Master				Y / N
Operator #1				Y / N
Operator #2				Y / N
Operator #3				Y / N
Operator #4				Y / N
				Y / N
				Y / N

## Appendix 7

### RECORD SHEET: Field Data

#### Environmental Protection Licence 3200

#### The Entrance Channel Dredging

### Pollution Incident Response Management Plan (PIRMP)

- Dredge Master **MUST** additionally take diary notes describing location of dredge and sample points during sampling
- Sampling **must occur between 1hr and 6hrs** of daily commencement of dredging
- TSS, pH and turbidity samples need to be recorded at monitoring points 1 & 3.
- If pH is below 6.5 or exceeds 8.5 at monitoring points 1 & 3, call the CCC Incident Hotline on 4350-5789 **IMMEDIATELY**
- Include Incident Report Number if you have had to call Incident Hotline

<b>Date</b>	<b>pH &amp; Turbidity Meters Calibrated?</b>
<b>Dredge Start Time</b>	<b>Samplers Initials</b>

<b><u>Sample 1 – EPA Point 1 &lt; 50m Downstream of Dredge</u></b>			
<b>Sample Time</b>	<b>TSS Sample Taken? (Y/N) ~ Label Format: "Dredge, {DATE}, 1"</b>	<b>pH Measurement (Note Approved range 6.5 – 8.5 pH)</b>	<b>Turbidity Measurement</b>

<b><u>Sample 2 – EPA Point 3 - Within 50m of pollution control structure at discharge Location(s)</u></b>			
<b>Sample Time</b>	<b>TSS Sample Taken? (Y/N) ~ Label Format: "Dredge, {DATE}, 2"</b>	<b>pH Measurement (Note Approved range 6.5 – 8.5 pH)</b>	<b>Turbidity Measurement</b>

<b>Office Use Only</b>	<b>Date</b>	<b>By Who (Initials)</b>
Received in Office		
Published to web		

## Appendix 8

### RECORD SHEET: Field Visual Inspection Data

# Field Visual Inspection Recording Sheet (Minimum 2 Hourly)

## The Entrance Channel Dredging - Environmental Protection Authority Licence – 3200

- sampling at a minimum of 2 hour intervals when dredge is in operation
- Please call Councils environmental hotline on 4350 5789 and provide information as required on the potential environmental observation

Date:		Dredge Start Time:				
Time Interval (hours from dredge commencement)	Time of Observation	Direction of Observation (0 - 360)	Visibility of Discoloured Water (e.g. Discoloured plume travelled 50m from dredge)	Caused by Dredging Operations (Yes/No/Uncertain)	Actions Undertaken (e.g. Measured turbidity with a xx result)	Recorders Initials & Position
0						
2						
4						
6						
8						
10						
12						