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HI-TEC OILS PIRMP (POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN)

BACKGROUND & SCOPE

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 Act). 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). The specific requirements for PIRMPs are set out in Part 5.7A of the POEO Act and the *Protection of the Environment Operations (General) Regulation 2009* (POEO (G) Regulation). In summary, this legislation requires the following:

- holders of EPLs must prepare a PIRMP (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).

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BACKGROUND & SCOPE (CONT.)

As the holder of EPL 20173, Hi-Tec Oil Traders Pty Ltd is required to comply with the POEO Act, as such, this document has been developed to satisfy the PIRMP requirements documented above.

This document also details the procedures for notification of pollution incidents resulting in or having the potential to cause material harm to the environment.

The notification of environmental incidents under this PIRMP is only required for those incidents causing or threatening to result in material environmental harm (a material harm incident) as defined in the POEO Act (see Section 4.0 of this document).

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1. REGULATORY REQUIREMENTS

Specific detail is required for inclusion in the PIRMP. Table 2.1 lists information mandated under Section 153C of the POEO Act and clause 98C of the POEO (G) Regulation, and details where this information is located in this document.

Table 2.1: PIRMP Requirements

Section 153C	Detail required	Location in document
(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, (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 5.3 Section 5.2 Section 5.2
(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 4.0
(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 5.2
(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").*	Section 2.2
	98C (1)(b) *The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.*	Section 2.2

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98C (1)(c) *Details of the pre-emptive action to be taken to minimize or prevent any risk of harm to human health or the environment arising out of the relevant activity.*	Section 2.2
98C (1)(d) *An inventory of potential pollutants on the premises or used in carrying out the relevant activity.*	Section 2.3
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.*	Section 2.3
98C (1)(f) *A description of the safety equipment or other devices that are used to minimize the risks to human health or the environment and to contain or control a pollution incident.*	Section 4.0
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 3.2 Section 5.2
98C (1)(h) *The contact details of each relevant authority referred to in section 148 of the POEO Act.*	Section 5.2
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 5.3
98C (1)(j) *The arrangements for minimizing 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 4.0

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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 Section 9.1
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 4.0
98C (1)(m) *The nature and objectives of any staff training program in relation to the plan.*	Section 6.1
98C (1)(n) *The dates on which the plan has been tested and the name of the person who carried out the test.*	Section 6.3
98C (1)(o) *The dates on which the plan is updated.*	Section 6.3
98C (1)(p) *The manner in which the plan is to be tested and maintained.*	Section 6.3

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2. PREMISES DETAILS

2.1 Site Details

Hi-Tec Oil Traders Pty Ltd is located in the Sydney suburb of Smithfield south west of Parramatta in the Holroyd Council local government area (refer to Appendix 9.1).
The surrounding area which may potentially be impacted by a pollution incident occurring at the Hi-Tec Oil blend plant, may include the following:

- landholders adjacent to the blend plant (refer to Appendix 9.2);
- downstream water courses (including inundation areas and adjacent landholders): Prospect Creek

The blend plant site is predominately surrounded by factory units and backs on to a small bush corridor with residential properties on the far side of this corridor. The site is enclosed by fencing.

2.2 Major Hazards

The potential major hazards which have been identified for the Hi-Tec Oil blend plant include:

- spills (e.g. hydrocarbon, hazardous chemicals, etc.) resulting in localized land contamination on the premises;
- spills (e.g. hydrocarbon, hazardous chemicals, oil laden water, etc.) resulting in water contamination;
- major oil discharge (for example storage tank failure – refer to Appendix 10.5); and
- fire.

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2.2 Major Hazards (Cont.)

The likelihood of environmental hazards occurring at the Hi-Tec Oil blend plant has been captured through the Hi-Tec Environment and Community Broad Brush Risk Assessment (E&C BBRA) based on Hi–Tec HSEMS Section 14 Risk Management procedures. The purpose of the E&C BBRA is to identify significant environment and community aspects and impacts across the site, the risk they pose to operations and the controls necessary to effectively manage them. Management of impacts is prioritized according to the level of risk each aspect is assigned. Once all identified aspects, impacts, risks and management controls have been identified, they are detailed in the E&C BBRA, and corrective actions assigned to individuals for completion as required. The E&C BBRA is prepared and reviewed in accordance with Hi–Tec HSEMS Section 9 Management of Change and Section 11 Emergency Preparedness procedures.

The systematic identification, assessment and management of foreseeable catastrophic hazards is undertaken utilizing the Hi–Tec HSEMS Section 14 Risk Management procedures and Section 11 Emergency Preparedness procedures. This process includes:

- identifying foreseeable hazards associated with operations at Hi-Tec Oil blend plant;
- assessing Sustainable Development risks using recognised analysis and evaluation methodologies; and
- implementing controls necessary to eliminate or reduce identified catastrophic (core) risks in accordance with the established hierarchy of controls for environmental management.

Hi-Tec Oil blend plant maintains a Catastrophic Hazards Register (QMF25). The register includes nominated control measures to manage foreseeable catastrophic hazards. The site Catastrophic Hazards Register is reviewed annually and includes hazards that could result in either:

- multiple fatalities;
- irreversible, severe environmental damage; or
- a health or community issue that causes significant long-term harm.

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2.3 Chemicals & Potential Pollutants

All hazardous chemicals at Hi-Tec Oils are included on the Hazardous Chemicals Register as per the Hi–Tec HSEMS Section 14.5 Management of Hazardous Chemicals/Dangerous Goods, available at key locations around the blend plant. A copy is held in the Control Room: telephone: (02) 9616 5700 Ext 104. The main chemicals and potential pollutants held at Hi-Tec Oil blend plant include:

- Flammable gas;
- Flammable liquids;
- Diesel;
- Fire resistant hydraulic fluid;
- Corrosive substances; and
- Toxic substances.

All chemicals are accompanied by the relevant Safety Data Sheets as required by work health and safety regulations.

The plant storage systems have been designed to incorporate:

- impervious 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.

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3. MANAGEMENT & RESPONSIBILITIES

3.1 Legal Duty to Notify

All Hi-Tec Oil blend plant 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.

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

- the duty of an employee or any person undertaking an activity:
- Any person engaged as an employee or undertaking an activity (at Hi-Tec Oil blend plant) 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 3.2; and
- 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 Manager or Operations Manager as per Section 32.

3.2 PIRMP Management

The specific responsibilities associated with the management and implementation of the PIRMP is outlined in Table 4.1 below.

Table 4.1 PIRMP Management Responsibilities

Name	Contact	Position	Responsibility
Salman Rashid	Office: 9616 5700 Mobile: 0417 439 945	Chief Commercial Officer	Responsible for authorizing the PIRMP and all subsequent updates Responsible for ensuring adequate resourcing for implementation of the PIRMP Authorized to liaise with the relevant authority Responsible for undertaking notification as defined in this PIRMP Responsible for managing the response to a pollution incident Responsible for arranging testing and updating of the PIRMP Responsible for ensuring notification and training of PIRMP
Martin Ryland-Adair	Office: 9616 5700	Technical Manager	Responsible for coordinating communications with affected community members
Betty O'Keefe	Mobile: 9616 5700	Wharehouse Manager	Responsible for coordinating the response to a pollution incident Facilitate site personnel in implementation of the PIRMP Communication of the PIRMP to site personnel

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4. 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.

In the case of an environmental incident, prior to any other action, the site must contact 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.

If the incident does not pose any threat to human health or property, concurrently with contacting emergency services (000), all possible actions should be taken to control the pollution incident and minimize health, safety and environmental consequences. 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.

In compliance with HSEMS Section 11 Emergency Preparedness procedures, the actions to be implemented at Hi-Tec Oil blend plant on the occasion of an incident include the following:

- Secure the scene and contain the incident.
- Gather information (i.e. environmental monitoring).
- Determine the investigation level.
- Commence an Incident Report (HSE009) or PIRMP Review Report (QMF23B)(if required).
- Review and classify information and determine actions.

1. Complete actions.
2. Trend analysis reports.

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4. INCIDENT MANAGEMENT (CONT.)

Arrangements, including description and location of safety equipment, for minimising risk of harm to people and the environment as result of a pollution incident, and for containing or controlling a pollution incident, are included in the following documentation:

- Section 11 Emergency Preparedness procedures, Section 11.5

Each management plan documents the roles and accountabilities of key personnel at each operation in the event of an emergency and the contact details for appropriate emergency services. The plans also provide designated evacuation points and procedures in the event of an emergency. Any changes to emergency procedures are documented and communicated to all personnel. These procedures have been developed to align with the requirements of Section 9 Management of Change procedures Incident Management at Hi-Tec Oil blend plant focuses on actions to:

- secure and assign necessary tactical response resources, including equipment and/or personnel, to minimize the environmental impacts associated with the incident;
- establish that tactical response operations are carried out in a safe, well-organised, legal and effective fashion;
- provide for the safety and welfare of all responders, employees, contractors and visitors;
- continuously assess the incident to determine the adequacy of tactical response operations and the need for assistance from the Hi-Tec Crisis Management Team;
- manage stakeholders arriving at site;
- minimize effects on people, the environment, property, production, and company reputation;

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4. INCIDENT MANAGEMENT (CONT.)

- implement an environmental monitoring program to quantify impacts as a result of the incident as well as to be used as the basis to notify adjacent landholders and downstream water users as to whether avoidance or remediation measures are required; and
- interact, as appropriate, with Hi-Tec personnel.

With regards to the specific major hazards identified in Section 2.2, the following emergency procedures have been developed:

- spills (e.g. hydrocarbon, hazardous chemicals, etc.) resulting in land and or water contamination;
- Section 11.5.11 Spills/Leaks Emergency Preparedness procedures major oil discharge (for example blend tank failure);
- fire (for example combustion fires associated with flammable products);

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4. INCIDENT MANAGEMENT (CONT.)

Hi-Tec HSEMS Section 11 Emergency Preparedness procedures includes:

- general emergency procedures;
- fire fighting provisions;
- emergency provisions; and
- emergency escape system.
- events & communication logs;
- controlling access to site, including log of traffic;
- role accountabilities;
- evacuation from underground and/or surface buildings;
- specific emergency situations, as identified in risk assessments;
- critical incident stress management process; and
- debrief process after any emergency situation.

All Hi-Tec Oil employees and contractors receive emergency preparedness and response training during their site familiarization induction. Hi-Tec Oil blend plant does not maintain a dedicated emergency response team. Controls of personal protective equipment and incident containment and control equipment are detailed in the risk assessment documents listed in Section 3.2, this includes but is not necessarily limited to:

- emergency spill kits;
- portable pumping infrastructure;
- booms and oil absorbing materials; and
- spill control materials.

Hi-Tec Oil blend plant has limited authority to undertake pollution management activities on private property, or outside the site boundary and in such cases will liaise directly with and provide appropriate assistance to the relevant authority and emergency services.

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5. NOTIFICATION PROCEDURES

5.1 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 General Manager in consultation with the Production Manager. If the General Manager is not available immediately, the determination will be made by the Company Directors and Production Manager.

5.2 Internal & External Notification

As discussed in Section 3.1, 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 9.2.
The agencies listed in Table 6.1 must be contacted in the order outlined below:

Table 6.1 PIRMP Notification Requirements

Agency	**Contact details**
Fire and Rescue	000 (To be contacted first if fire or rescue services are required, otherwise contact last)
EPA	13 15 55, select Option 1
Police	Wetherill Park 8788 5199 Merrylands (Holroyd LAC) 9897 4899 Fairfield (Fairfield LAC) 9728 8399
Work Cover/SafeWork NSW	13 10 50, select Option 2
Cumberland Council	(02) 8757 9000 (office and after hours)
Nearest Hospital	Fairfield Hospital: Corner of Polding St and Prairievale Rd, Prairiewood: (02) 9616 8111
Electricity Supplier	Origin Energy:13 23 34
Poisons Information Centre	13 11 26
NSW Health	(02) 9391 9000

In the instance of identification of an environmental incident or hazard, the personnel will report the issue immediately to their manager, who in turn shall report it to the Environment and Community Manager, 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.

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5.2 Internal & External Notification (Cont.)

In addition to being detailed in this document, procedures for undertaking internal and external notification are included in the following Hi-Tec Oil blend plant documents:

- Hi-Tec HSEMS Section 11 Emergency Preparedness procedures.

Record keeping of incident details, including investigations and outcomes, will be undertaken in accordance with Hi-Tec HSEMS Section 2.4 Records and Record Management procedures. After initial notification of any material harm incident, it will be the responsibility of the Community Coordinator/ Communications Manager to liaise with any authority listed in Table 6.1 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.

5.3 Notification to Local Landholders & Community

Community notification shall be undertaken at the determination of the Community Coordinator/ Communications Manager. Names and contact details of stakeholders, including local and downstream residents are included in the Hi-Tec Oil blend plant Stakeholder Register (QMF26). The following notification methodology is proposed to be utilized 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, Hi-Tec Oil website, media statements or any other strategy

PTO

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5.4 Notification to Local Landholders & Community (Cont.)

- as defined in the Hi-Tec Community Coordinator/ Communications Manager Priority will be granted to notification of sensitive premises in close proximity such as the local residents.

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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6. TRAINING, TESTING AND COMMUNICATION

6.1 Training

All personnel affected by the content of this document will receive instruction or explanation on the relevant parts of the document as per Hi-Tec HSEMS Section 11 Emergency Preparedness procedures

Incident management and emergency response shall be included in all Hi-Tec Oil blend plant site 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 emergency response team responding to a simulated emergency, but may also include expanded simulations that involve other (or all) site personnel, the Emergency Management Team, Incident Management Team and external response agencies (Ambulance, Fire, etc.).

All training records, including the name of the person undertaking training and date of training, shall be maintained in compliance with Hi-Tec Quality Procedures PRM-03.

6.2 Testing, Review & Maintenance

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. Information gained from the PIRMP testing will be recorded using the PIRMP Review Report (QMF23A). Testing shall be undertaken in the following ways:

1. 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;
2. a review of the PIRMP will occur every 12 months commencing from the date of authorization. Contact details in this document must be kept current at all times; and
3. 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. Information gained from this incident PIRMP review will be recorded using the PIRMP Review Report (QMF23B).

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6.3 Testing, Review & Maintenance (Cont.)

Records will be kept in accordance with Hi-Tec HSEMS Section 2.4 Records and Record Management procedures and will be included in Section 10.3 of this plan. Minimum 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 of or amendment to the plan.

6.4 Availability of the PIRMP

The PIRMP shall be kept in written form at Hi-Tec Oil blend plant and shall be made available to all personnel responsible for implementing the plan, and to an authorized officer (as defined in the POEO Act) on request.

The PIRMP will be made publicly available via the Hi-Tec Oil blend plant website, in a prominent position and on a publicly available page.

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.

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7. REFERENCES

7.1 Hi-Tec HSEMS

7.2 Hi-Tec ISO 9001 Quality Manual

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8. COMPLIANCE

8.11 With Hi-Tec Standards

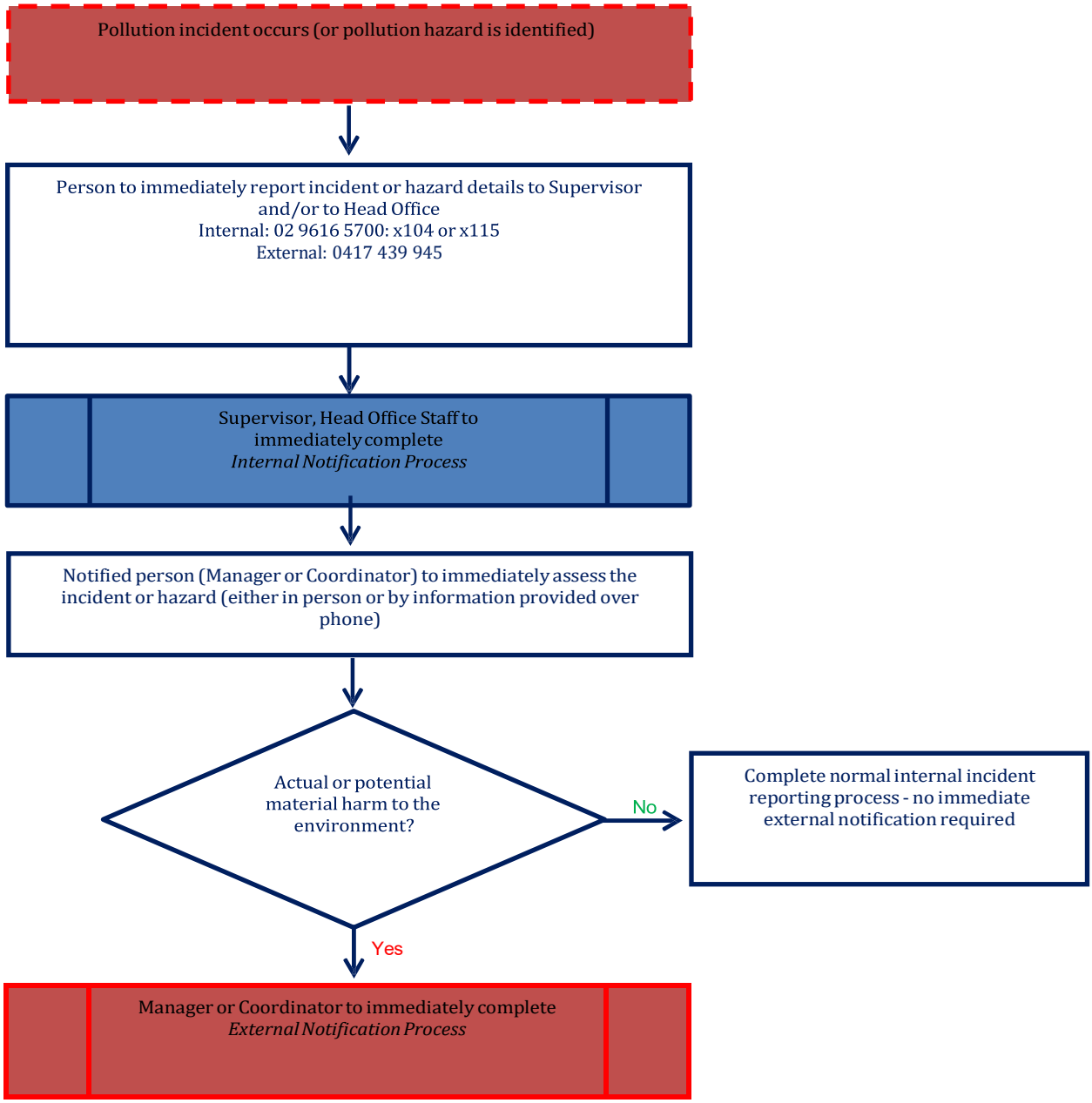
Clause from Hi-Tec Standards	Where addressed in this Guideline

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9. APPENDICES

9.1 Map of premises location.

9.2 Notification Flow Chart



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10. CONTROL AND REVISION HISTORY

10.1 Document information

Property	
Approved by	Chief Operating Officer – Stephanie Davidson
Document Owner	Technical Manager-Martin Ryland-Adair
Effective Date	26/10/26
Keywords	Pollution, Incident, PIRMP, Spill

10.2 Revisions

Version	Date reviewed	Review team (consultation)	Nature of the amendment
1	10/12/13	M Racki, G Herden, R Kolodziej	Initial Document
2	April 2014	M Racki, G Herden, R Kolodziej	Minor editorial changes
3	16/5/14	M Racki, G Herden, R Kolodziej	Field Drill: Additions to Emergency Telephone contacts, add form and procedure numbers
4	10/06/15	K Harland G Herden	Minor Editorial and numbering changes: Document owner, update of local business contacts, addition of DG register, Emergency Spill Response Drill
5	31/8/16	K Harland, G Herden	Holroyd to Cumberland Council, minor editorial changes
6	6/9/17	K Harland, G Herden	Minor editorial changes
7	19/6/18	M Joseph G Herden	Minor editorial changes, staff changes

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8	25/2/19	J Intili G Herden	Minor editorial changes, staff changes
9	16/1/20	J Intili G Herden	Reviewed
10	15/2/21	J Intili G Herden	Reviewed, minor editorial changes, staff changes
11	05/5/21	G Herden, J Intili M Ryland -Adair	Reviewed, minor editorial changes, staff changes
12	2/11/21	G Herden, J Intili M Ryland –Adair	Reviewed, minor editorial changes, staff changes
13	30/05/22	M Ryland-Adair M Ryland –Adair	Reviewed, minor editorial changes, staff changes
14	25/05/23	M Ryland-Adair M Ryland -Adair	Reviewed
15	08/05/24	M Ryland-Adair M Ryland -Adair	Reviewed, staff changes
16	13/11/25	M Ryland-Adair M Ryland -Adair	Reviewed, staff changes, business contacts
17	10/11/26	M Ryland-Adair M Ryland -Adair	Reviewed, staff changes, business and emergency contacts