

## Notification Protocol – Pollution Incidents

The EPA has prepared a Notification Protocol for pollution incidents that present a “risk of material harm” (defined on page 19) which is:

**If there is an immediate threat to human health or property: Call 000**

Then *immediately*, the following agencies/authorities must be notified:

Agency/Authority	Contact during business hours	After hours emergency contact
EPA	131 555	131 555
NSW Health Port Macquarie Public Health Unit	6588 2750	Environmental Health: Mob. 0428 882 805
WorkCover NSW	131 050	131 050
Port Macquarie Hastings Council	6581 8111	6581 8111
Fire & Rescue NSW must be contacted if not already (EPA corro 4 Mar 2013)	1300 729 579	1300 729 579
For an incident affecting the Hastings River, DPI (Fisheries) must be notified	Lee Burdette 0408 517 441	Lee Burdette 0408 517 441
If the Pacific Highway is affected, then contact the Roads & Maritime Services to manage traffic and/or traffic incidents	131 700	131 700
Immediate neighbours if they may be affected (Neighbours are also to be kept updated throughout the situation).	0419 212 454 Mr Ray Ward	0419 212 454 788 Hastings River Dr (eastern side of site)

Early warnings and regular updates to the owners and occupiers of premises in our vicinity will be provided via phone by the person with the authority notification/coordination role as below.

Immediate verbal notification is to be followed by notification in writing to each relevant authority within 7 days of the incident date (POEO (Gen) Reg 2009 s101).

## Internal Contact Details

Names, positions and 24-hour contact details of key individuals who are responsible for activating the plan, notifying authorities, and managing the response are provided in Birdon’s *Emergency Management Plan* under the heading *Personnel and Responsibilities*.

### **Notification Protocol – Relevant Information**

Relevant information to be provided to authorities and others as per the above contact details includes the following (POEO Act 1997 s150):

- 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 involved, 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 be taken to deal with the incident and any resulting pollution or threatened pollution, if known;

If c) d) or e) are not known at the time of notification, they are to be notified immediately after it becomes known.

### **Notification Protocol – Responsibility**

Any person who becomes aware of an incident where material harm to the environment is caused or threatened, must immediately notify Birdon management. This can be either the Manager – Port Macquarie or General Manager, or if neither of these can be contacted, then any management personnel may be notified in their place. If no management representative can be contacted, the person themselves must follow the notification protocol in this document.

For incidents requiring notification, the General Manager, or the Manager – Environment, or the Quality & Safety Manager is responsible for:

- notifying authorities in accordance with the notification protocol, and
- co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident.

***Pages 23 and 24 referring to the Pollution Incident Notification Protocol are to be made publicly available via the Birdon website.***