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MANNERING COLLIERY

**Pollution Incident Response
Management Plan (PIRMP)**

ENVIRONMENTAL MANAGEMENT PLAN

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1 Introduction

1.1 Background

Under Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act), holders of an environment protection licence (EPL) are required to prepare, keep, test and implement a pollution incident response management plan (PIRMP).

Great Southern Energy Pty Ltd (trading as Delta Coal) Pty Ltd is the operator of the Mannering Colliery (MC) at Construction Road, Doyalson North, NSW and the holder of EPL 191. The site location and local context are shown in Figure 1. This document is intended to fulfil the requirements for a PIRMP for Mannering Colliery under Part 5.7A of the POEO Act.

This PIRMP has been prepared in accordance with the NSW Environmental Protection Authority (EPA) Guidelines: Preparation of Pollution Incident Response Management Plan (the PIRMP Guidelines) and is part of Delta Coal Environmental Management System. Prior to this plan being developed pollution incident response was contained within the site's Emergency Management system.

1.2 Site and Surrounds

Mannering Colliery is an underground coal mine located at the southern end of Lake Macquarie, approximately 60km south of Newcastle (Figure 1). The premises as defined in EPL 191 comprise two component areas, the Mannering Pit Top Surface Facilities (Pit Top) located approximately 1.7km from the southwestern shore of Chain Valley Bay, Lake Macquarie and the Downcast Ventilation Shaft Compound approximately 0.4km to the southwest of the Pit Top, 250m northwest of the Doyalson Link Road and adjacent to a former Vales Point Power Station ash dam. The premises are located within the Central Coast Local Government Area.

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

- Landholders and land users adjacent to the MC Pit Top and Downcast Shaft, including the Vales Point Power Station and Chain Valley Colliery;
- Downstream watercourses and water bodies (including Swindles Creek, the body of Lake Macquarie, and particularly, Chain Valley Bay); and
- Nearby communities including Kingfisher Shores, Chain Valley Bay, Mannering Park, Summerland Point and Gwandalan.

1.3 Consultation

This PIRMP was developed and prepared by Delta Coal's Environmental Compliance Coordinator in consultation with Delta Coal site management.

1.4 Objectives

The objectives of the PIRMP are to:

- Meet relevant regulatory requirements under the POEO Act and the Protection of the Environment Legislation Amendment Act 2011 (PELA Act);
- Provide direction to MC personnel (Delta Coal employees, contractors and visitors) in responding to pollution incidents at MC;
- Ensure comprehensive and immediate communication about a pollution incident is provided to relevant personnel at the premises; the EPA; other relevant authorities specified in the POEO (including Central Coast Council, NSW Ministry of Health, SafeWork NSW, and Fire and Rescue NSW) and persons outside the MC operations who may be affected by the impacts of a pollution incident;

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- Minimise and control the risk of a pollution incident at the MC premises by identifying key risks and planned actions to minimise and manage those risks; and
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it.

1.5 Relationship with other Plans

Other Delta Coal plans and documents relating to pollution hazards, pollution incidents and emergency management which are referred in the PIRMP include:

- Delta Coal Environmental Management Strategy; and
- Delta Coal Emergency Control Plan.

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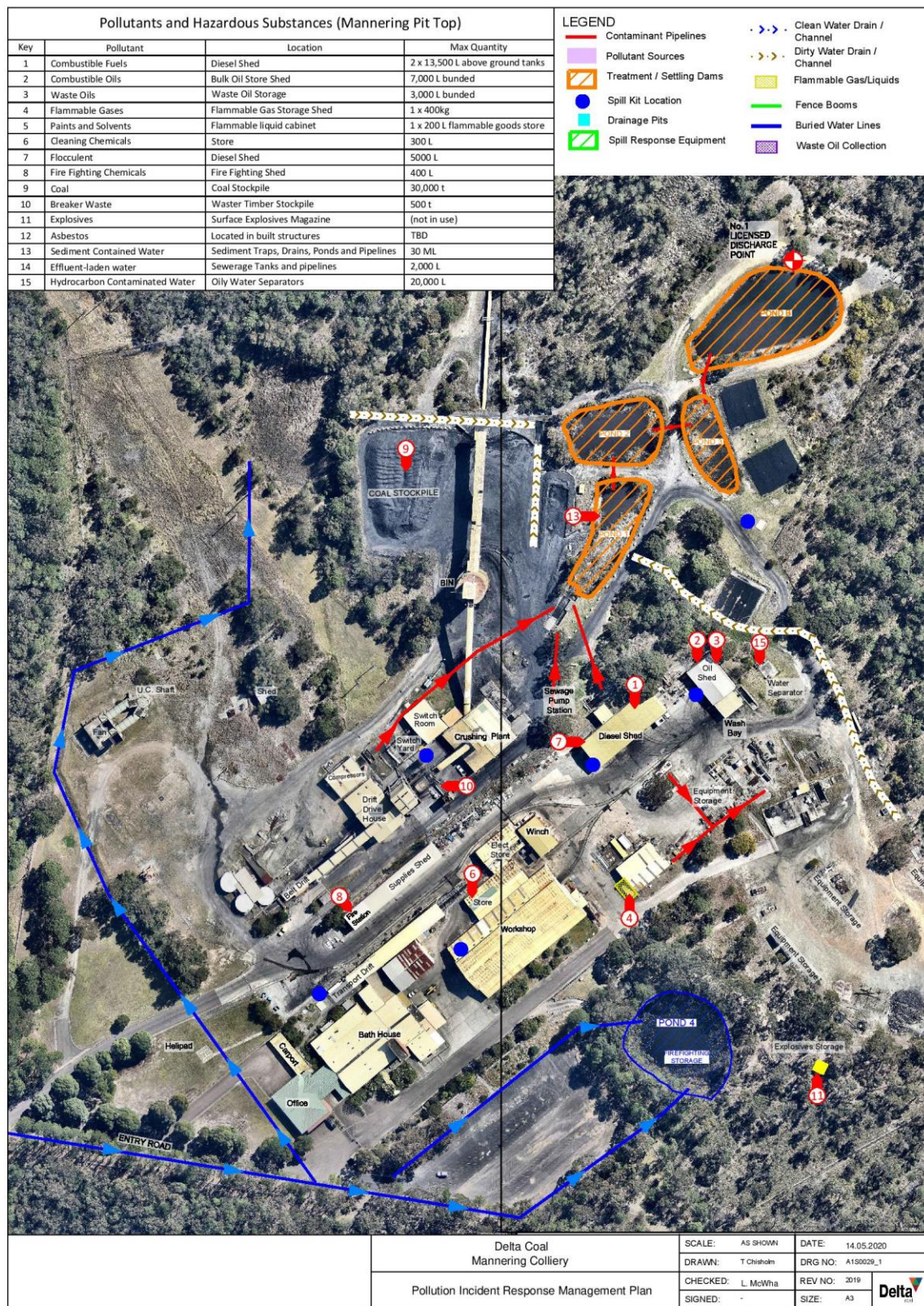
Figure 1 Mannering Colliery and Site Surrounds



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Figure 3 Surface Pollution Control Plan



2 Regulatory Requirements

2.1 Legislative Requirements

The specific requirements for a PIRMP are set out in Part 5.7A of the POEO Act and POEO (General) Regulation requires that:

- Holders of EPLs must prepare a PIRMP (section 153A, POEO Act);
- The PIRMP 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 within 1 month of any pollution incident occurring in the course of the activity to which the EPL relates (Section 153E, POEO Act); and
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan (section 153F, POEO Act).

Table 1 lists the information mandated in section 153C of the POEO Act and clause 98C of the POEO (General) Regulation and identifies where this information is located within this PIRMP.

During the 2019 review of EPL191 a condition (O5) was added to the EPL191 to include provisions for Emergency Response.

Table 1 Compliance reference to information mandated under Section 153C of the POEO Act and Clause 98C of the POEO (G) Regulation

Section 153C	Detail Required	Sections 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, 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)	5 Incident Management
(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,	5 Incident Management
(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,	5 Incident Management
(d)	Any other matter required by the Protection of the Environment Operations (General) Regulation 2009 (as set out below): <i>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").</i>	3 Major Hazards
	<i>98C (1)(b) The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.</i>	3 Major Hazards
	<i>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.</i>	5.4 Incident Response Equipment

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Section 153C	Detail Required	Sections in Document
	98C (1)(d) <i>An inventory of potential pollutants on the premises or used in carrying out the relevant activity.</i>	4.1 Inventory of Chemicals and Potential Pollutants
	98C (1)(e) <i>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.</i>	4.1 Inventory of Chemicals and Potential Pollutants
	98C (1)(f) <i>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.</i>	5.4 Incident Response Equipment
	<p align="center">98C (1)(g)</p> <p align="center"><i>The names, positions and 24-hour contact details of those key individuals who:</i></p> <p align="center"><i>(i) are responsible for activating the plan, and</i></p> <p align="center"><i>(ii) are authorised to notify relevant authorities under section 148 of the POEO Act, and</i></p> <p align="center"><i>(iii) are responsible for managing the response to a pollution incident.</i></p>	4 Management and Responsibilities Table 4.2
	98C (1)(h) <i>The contact details of each relevant authority referred to in section 148 of the POEO Act.</i>	6.2 Contact details of authorities
	98C (1)(i) <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.</i>	5 Incident Management
	98C (1)(j) <i>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.</i>	5 Incident Management
	98C (1)(k) <i>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.</i>	Figures 1 and 2
	98C (1)(l) <i>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.</i>	5 Incident Management
	98C (1)(m) <i>The nature and objectives of any staff training program in relation to the plan.</i>	7.1 Training
	<p align="center">98C (1)(n)</p> <p align="center"><i>The dates on which the plan has been tested and the name of the person who carried out the test.</i></p>	7.2 Testing
	98C (1)(o) <i>The dates on which the plan is updated.</i>	8.6 Change Information
	98C (1)(p) <i>The manner in which the plan is to be tested and maintained.</i>	7.2 Testing

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2.2 Definition of a Pollution incident terminology

The definition of a pollution incident is defined in the POEO Act 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**' as defined in Section 147 of the POEO Act, harm to the environment is material if:

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

Loss includes the reasonable costs and expense that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

Emergency is defined as:

- An emergency is a situation that is developing, or has developed, that poses a threat to life, the environment and property, which necessitates immediate action.

Immediately is defined as:

- Promptly and without delay.

3 Major Hazards

The following major potential hazards to human health and the environment identified for the premises include:

- Unauthorised/unlicensed discharge of contaminated run-off water from surface facilities;
- Off-site or on-site contamination from a major hydrocarbon, effluent or chemical spill;
- Emission of, or exposure to a hazardous substance (e.g. asbestos);
- Dam wall or pipelines failure;
- Dust;
- Spontaneous combustion events;
- Uncontrolled fire and/or explosion within boundary or in adjacent plant/property leading to poor air quality (smoke, fume and odour); and
- Flooding within MC boundaries.

The potential environmental hazards occurring at MC are documented through undertaking a Broad Brush Risk Assessment (BBRA). The purpose of the risk assessment process is to identify significant environmental aspects and impacts, the risk they pose and the controls necessary to effectively manage them. Management of impacts is prioritised according to the level of risk each aspect is assigned.

3.1 Inventory of Chemicals and Potential Pollutants

A Safety Data Sheet (SDS) Register is located in the First Aid Room and lists potential pollutants in the MC workplace and details the control methods to manage the potential risk posed by exposure, to avoid injury or illness to persons, and damage to the environment and equipment/plant. An inventory of all chemicals and fuels on-site including SDSs are also available online on the ChemAlert electronic database. **Table 2** lists

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potential pollutants and dangerous goods at the premises, their location and maximum quantities. (Refer to **Figure 3**).

Table 2 Potential Pollutants Stored and Handled on the Premises

Potential pollutant	Location	Maximum quantity
Combustible Fuels	Diesel Shed	2 x 13,500 L above ground tanks
Combustible Oils	Bulk Oil Store Shed	7,000 L bunded
Waste Oils	Waste Oil	3,000 L bunded
Flammable Gases	Flammable gas storage shed	1 x 400kg
Paints and Solvents	Flammable liquid cabinet	1 x 200L Flammable goods store
Cleaning chemicals	Store	300L
Flocculent	Diesel Shed	5,000L
Fire Fighting chemicals	Fire Fighting shed	400L
Coal	Coal stockpile	30,000 t
Breaker waste	Waste timber stockpile	500 t
Explosives	Surface Explosives Magazine	Not used (if required underground)
Asbestos	Located in built structures	TBD
Sediment-contained water	Sediment traps, drains, ponds and pipelines	30 ML
Effluent-laden water	Sewerage Tanks and pipelines	2 kL
Hydrocarbon-contaminated water	Oily Water separators	20 kL

4 Management and Responsibilities

4.1 Legal duty to notify

All MC employees and contractors are responsible for immediately alerting their supervisor to all environmental incidents or hazards which may result in environmental harm, regardless of the nature or scale of such incident or hazard. Notification responsibilities are detailed in the POEO Act (Section 148), which encompasses all site personnel, including contractors and sub-contractors. Notification requirements for personal are identified in **Table 3**.

Table 3 Personnel Notification Requirements

Site Personnel Duties	Notification Responsibilities
employee or any person undertaking an activity	Any person engaged as an employee or undertaking an activity (at MC) must, immediately after becoming aware of any potential incident, notify their direct supervisor of the incident and all relevant information about the incident. This is to be undertaken as per Section 8.2 of this PIRMP.
employer or occupier of a premises	An employer or occupier of the premises on which the incident occurs, who is notified (or otherwise becomes aware of) of a potential pollution incident related to its activities, must immediately notify each relevant authority of any "material harm incidents", including all relevant information.

4.2 PIRMP Management

All employees and contractors of MC are responsible for environmental management. However, various positions in the organisation have roles, responsibilities and authorities for managing environmental aspects, action plans, emergencies, programs and controls.

Roles and responsibilities specific to completing the requirements of this PIRMP are identified in **Table 4**.

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Table 4 PIRMP Management Responsibilities and Contact Details

Name	Contact Details	Position	Responsibility
David McLean	Work: 02 4358 0800 Mob: 0477 736 771 dmclean@deltacoal.com.au	Operations Manager – Delta Coal	<p>Authorisation of the PIRMP.</p> <p>Reporting of significant environmental incidents as required in this plan in the absence of the Environmental Compliance Coordinator.</p> <p>Delegation and provision of resources to allow environmental risk mitigation strategies to be implemented.</p> <p>Delegation of duties during the absence of the Environmental Compliance Coordinator.</p> <p>Managing the response to any pollution incidents as required in this plan in the absence of the Environmental Compliance Coordinator.</p>
Lachlan McWha	Work: 02 4358 0875 Mob: 0420 525 270 lmcwha@deltacoal.com.au	Environmental Compliance Coordinator	<p>Administration, maintenance and implementation of the PIRMP.</p> <p>Reporting of significant environmental incidents as required in this plan.</p> <p>Regulatory and community liaison.</p> <p>Registration of community complaints and regulatory liaison.</p> <p>Providing environmental training and information in accordance with this Plan.</p> <p>Auditing the effectiveness of the PIRMP.</p>

Name	Contact Details	Position	Responsibility
			Internal incident investigation and reporting/ recording. Provide advice on the response to any pollution incidents as required in this plan.
Shaun McDonnell	Work: 02 4358 0880 smcdonnell@deltacoal.com.au	Delta Coal Health and Safety Coordinator	Facilitate site personnel in implementation of the PIRMP.
Shawn Fergusson	Work: 02 4358 0844 sfergusson@deltacoal.com.au	Mannering Site Coordinator	Communication of the PIRMP to site personnel in consultation with the EC Coordinator.
Mal Warwick	Work: 02 4358 0325 mwarwick@deltacoal.com.au		
Various personnel in the 24hr site role	Work: 4358 0822	Surface Competent Person / Control Room Operator	Responsible for undertaking internal notifications as defined in this PIRMP. Responsible for coordinating the response to a pollution incident in consultation with the EC Coordinator. Facilitate site personnel in implementation of the PIRMP. Communication of the PIRMP to site personnel.

5 Incident Management

5.1 Incident response procedure

All possible actions should be taken to control the pollution incident in order to minimise health, safety and environmental consequences. These actions, to the maximum extent possible, aim to:

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

The actions to be implemented at the Mannering Colliery on the occasion of an incident include the following:

1. Secure the scene and contain the incident
2. Immediately notify the relevant managers and implement external notifications as appropriate and defined in this plan
3. Gather information (i.e. environmental monitoring, context)
4. Determine the investigation level
5. Commence appropriate investigation

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6. Review and classify information and determine actions
7. Complete actions; and
8. Trend analysis reports.

Duty Card 15 documents the role of the Pollution Incident Attendant and their main responsibilities in the event of pollution incident. Duty Card 15 is the first point of reference in the case of a pollution incident and is contained within a folder of the MC Operation's Room and CVC Control Room and it also contains other reference material including; Mannering Site Plan, pollution incident stakeholder contact procedure, emergency external contacts list. The Emergency Control Plans provides detail on designated evacuation points and procedures in the event of an emergency.

Table 5 Delta Coal Hazards and Emergency Response Reference Documentation

Hazard	Delta Coal Emergency Management
Spills (e.g. hydrocarbon, hazardous chemicals, etc.) resulting in land and or water contamination.	Duty Card 15 – Pollution Incident Attendant
Major Effluent Leak	Duty Card 15 – Pollution Incident Attendant
Major water discharge (e.g. dam failure or inrush).	Withdrawal Conditions (Underground) Emergency Control Plan Duty Card 15 – Pollution Incident Attendant
Fire (for example spontaneous combustion fires associated with coal stockpiles).	Withdrawal Conditions (Underground) Emergency Control Plan Fire or Explosion Management Plan Duty Card 15 – Pollution Incident Attendant

Delta Coal 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.

5.2 Minimising harm to persons on premise

Emergency arrangements in relation to activation of evacuation procedures and notifying site personnel will be undertaken in accordance with the Delta Coal Emergency Control Plan.

5.3 Actions to be taken following a pollution incident

Immediate actions to be undertaken following a Pollution Incident are detailed in Duty Card 15.

5.4 Safety and incident response equipment

Controls of incident containment and control equipment and personal protective equipment (PPE) and are stored on site and are detailed in the risk assessment documents, this includes but is not necessarily limited to:

- Emergency spill kits;
- Portable pumping infrastructure;

- Earth moving plant;
- Floating booms and silt curtains; and
- Erosion and sediment control materials.

This equipment includes PPE for handling hazardous substances. Hazardous substances should be handled in accordance with the SDS.

6 Notification Procedures

6.1 Determination of material harm

Following containment of the incident, immediate action must be taken to determine if the incident could 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 \$10,000.00 (or such other amount as is prescribed by the regulations)"*.

The determination of a material harm incident will be made by the Operations Manager in consultation with the Environmental Compliance Coordinator.

It is possible for a material harm incident to occur on land that is within the boundary of the EPL.

6.2 Internal and External Notification

In the event that a pollution event is determined to constitute a Material Harm Incident as defined in Section 4, external reporting is to be undertaken by a site-authorised individual as identified in Duty Card 15.

The pollution incident must be verbally reported immediately in accordance with the POEO Act and PELA Act.

As per the 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 is to be made as soon as it is safe to do so.

The following authorities are to be notified in the order identified in **Table 6**.

Table 6 Contact details of Authorities

Agency	Contact details
Fire and Rescue	000 (to be contacted first if fire or rescue services are required, otherwise contact last on 1300 729 579) info@fire.nsw.gov.au
Environment Protection Authority	131 555 Record the EPA Notification number for reference in all related correspondence info@epa.nsw.gov.au

Agency	Contact details
NSW Ministry of Health	(02) 4320 9730 / (02) 43202111(ah) and ask for Public Health Officer on call If unavailable - phone 1300 066 055 to be diverted to the local Public Health Unit MOH-GIPA@health.nsw.gov.au
SafeWork NSW (formerly WorkCover)	131 050 contact@safework.nsw.gov.au
Central Coast Council	(02) 4350 5555 (office & after hours) ask@centralcoast.nsw.gov.au
Department of Planning, Industry and Environment (Compliance Division)	(02) 4345 4400 alt: 1300 305 695 centralcoast@planning.nsw.gov.au
NSW Resources Regulator	1300 814 609 cau@planning.nsw.gov.au
Other stakeholders	Refer to stakeholder database

External Authority contact details are also identified in the Duty Card 15 which is located in the MC Operations Room and CVC Control Room. Other authorities such as the Department of Primary Industries - Water may also be notified depending on the circumstances of the pollution event.

Written details of the pollution incident must be provided within 7 days of the incident as per EPL condition R2 and development consent Schedule 6, condition 7. Reportable incidents will trigger actions including providing written reports and also reviewing the PIRMP.

6.3 Notification to Local landholders and community

Communication with local landholders and the community may be undertaken depending on the circumstances of the pollution incident. Community notification shall be undertaken at the determination of the Operations Manager (or the next most senior mine official if the Operations Manager is unavailable) in consultation with the Environmental Compliance Coordinator and in accordance with the Pollution Incident Procedure for Stakeholder Contact (FRM 00050). A copy of FRM 00050 is appended to Duty Card 15 and is also available on the server.

Relevant community and stakeholder contacts are retained on the Pollution Incident – Stakeholder Contact Form attached to Duty Card 15.

The following mechanisms may be used as required to provide early warnings and/or updates to the community on a pollution incident occurring on the MC site:

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- Direct phone contact with any local residents or landholders impacted by the pollution incident, or who may be impacted by the pollution incident within the next 24 hours;
- Letterbox drops and door knocking;
- Emails to Community Consultative Committee (CCC) members;
- Notification on the MC website (www.manneringmine.com.au);
- Media statements;
- Press advertisements; and
- Other strategies deemed appropriate.

Information provided to the community will be relevant to the incident and may include the following:

- Type of incident that has occurred, when and the pollutant involved;
- Where impacts may occur;
- Response initiated;
- Advice or recommendations as to actions to be undertaken based on the incident type and scale; and
- Where to get up-to-date information.

6.4 Complaint Handling

MC has a 24-hour telephone hotline (1800 115 277 Delta Coal) for members of the public to lodge complaints, concerns, or to raise issues associated with the operation. This service aims to promptly and effectively address community concerns and environmental matters.

The full details of the complaints line are covered in the Environmental Management Strategy, but in summary, all complaints are recorded and responded to, if for some reason no action is taken then the reason why is recorded. The information recorded in the complaint register includes:

- Date and time the complaint was lodged;
- Personal details provided by the complainant;
- Nature of the complaint;
- Action taken or if no action was taken, the reason why; and
- Follow up contact with the complainant.

6.5 Dispute Resolution

If any disputes are not adequately addressed by the complaints handling process then they will be handled by the site Environmental Compliance Coordinator, if the response of Mannering Colliery is not considered to satisfactorily address the concern of the complainant, a meeting will be convened with the Mine Manager together with the Environmental Compliance Coordinator and complainant to determine any further options to resolve the dispute.

If no agreed outcome is determined or the complainant is still not satisfied by the action taken, then an Independent Review may be requested by the complainant. If determined to be warranted by the Secretary of Department of Planning and Environment, an Independent Review will be undertaken in accordance with the requirements of the Project Approval to achieve an outcome to the satisfaction of the Secretary.

7 Training and Testing

7.1 Training

Delta Coal will implement the PIRMP by training or providing information in relevant areas of the Plan to all employees and contractors to assist in relevant worker awareness of the pollution incident response expectations and responses. Delta Coal employees and contractors receive emergency preparedness and

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response training during their site familiarisation induction. Training tools adopted depend on the audience being targeted and include toolbox talks, formal training on incident management and undertaking simulated incident exercises.

Information on the PIRMP will also be provided in the surface induction for MC. The inductions undertaken by employees and contractors are kept in a personnel folder. The training records are maintained on an electronic data base.

7.2 Testing

The testing of the PIRMP will be undertaken to maintain compliance with the statutory requirements, identify opportunities for improvement in the Plan and check that the information is accurate and current and that the plan is capable of being implemented in a workable and effective manner.

Testing will be coordinated by the site's Environmental Compliance Coordinator and undertaken as either:

- A desktop review; or
- A practical environmental emergency drill/simulation

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.

As per the November 2019 EPL review as part of condition O4, PIRMP testing is to occur annually or following a pollution incident.

7.3 Availability of the PIRMP

A copy of the PIRMP shall be kept in written form at MC (EPL premises) and shall be made available to all personnel responsible for implementing the plan, and to an EPA authorised officer on request.

The PIRMP will be made publicly available within 14 days of finalisation (taken to be authorisation of the PIRMP by the MC Operations Manager) via the MC 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.

8 Review, Audit and Document Control

8.1 Review of the PIRMP

A review of the PIRMP will occur every 12 months, within one month from the date of any pollution incident that occurs in the course of an activity to which the EPL relates and triggers the PIRMP, or following a test of the plan.

The review will be undertaken in light of the incident or test, to ensure 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. The review will also include an examination for any legislative, development consent and/or EPL condition changes.

Records will be kept in accordance with the site's Document Control Standard. Information to be retained regarding PIRMP testing includes the:

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- Manner in which the test was undertaken;
- Dates when the plan has been tested;
- Person(s) who carried out the testing; and
- Date and description of any update of or amendment to the plan.

8.2 Auditing

Internal and external audits of this document will be carried out as described below. Internal and external audits shall be objective and if possible be conducted by a person or organisation independent of the document being audited.

Audits shall be carried out by personnel who have the necessary qualifications and experience to make an objective assessment of the issues. The extent of the audit, although pre-determined, may be extended if a potentially serious deviation from this document is detected.

Any audit non-conformances and/or improvement opportunities will have corrective and preventative actions implemented to avoid recurrence, these actions will then be loaded into the site incident database to ensure the actions are assigned to the relevant people and completed.

8.3 Internal Audits

Internal audits of this document and all other Environmental Management System documents are to be undertaken every three years. Improvements from the audit are to be incorporated in the site action database to ensure the actions are assigned to the relevant people and completed.

8.4 External Audits

External audits will be conducted utilising external specialists and will consider the document and related documents. External auditors shall be determined based on skills and experience and upon what is to be accomplished. External audits will be periodically at a frequency determined by the site General Manager, or in response to significant environmental incidents for which a systems failure has been determined as a contributor to the incident.

An Independent Environmental Audit will be undertaken every three years (or as otherwise required by the Department of Planning and Environment) by an audit team whose appointment has been endorsed by the Secretary of the Department of Planning and Environment.

Any actions arising from external audits will be loaded into the site actions database to ensure the actions are assigned to the relevant people and completed.

8.5 Document information

For a complete list of document properties, select **View Properties** from the document's context menu in M Files

Table 7 Document Information

Property	Comment
Approved By	Operations Manager
Document Owner	Environmental Compliance Coordinator
Effective Date	29/06/2020
Keywords	Pollution, Incident, response, spill, emergency, environment

8.6 Revisions

Full details of the document history are recorded in the document control register, by version. A summary of the current changes is provided in Table 8 below.

Table 8 Change Information

Version	Date	Review team (consultation)	Change Summary
1	1/8/2012	Centennial Coal	New Plan required under <i>POEO Act</i> .
1.1	17/7/2014	Shaun McDonnell, Chris Ellis	PIRMP contained in Emergency Management Plan
1.2	04/06/2018	Wade Covey Shaun McDonnell	PIRMP contained within Emergency Control Plan
2.0	31/08/2018	Dave Mclean Wade Covey Bob Corbett Chris Armit	Transfer Document from being managed within Delta Coal Emergency Management System to a separate PIRMP document
2.1	2/05/2019	Dave McLean Jessica Bowditch Chris Armit	Update for Delta Coal personal contacts and complaint phone number
2.2	20/01/2020	Chris Armit	Update for reviewed EPL191 in 25 Nov 2019 – Particularly condition O4 and bushfire preparedness.
2.3	26/06/2020	Lachlan McWha	Update for reviewed Delta Coal organisation structure.

8.7 Records

Generally the Environmental Compliance Coordinator will maintain all Environmental Management System records, which are not of a confidential nature. Records that are maintained will include:

- Monitoring data and equipment calibration;
- Environmental inspections and auditing results;
- Environmental incident reports;
- Complaints management; and
- Licences and permits.

All records are stored so that they are legible, readily retrievable and protected against damage, deterioration and loss. Records will be maintained for a minimum of four years or as otherwise required under any legislation, licence, lease, permit or approval.

8.8 Document Control

This document and all others associated with the Environmental Management System shall be maintained in a document control system which is in compliance with the site Document Control Standard and available to all personnel.

Any proposed change to this document will be via the document control administrator who is the only person able to access the controlled documents.

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8.9 References

Environmental Protection Licence (EPL) 191 – reviewed 25-Nov-2019

Mannering Colliery Environmental Management System

Delta Coal Emergency Control Plan

Delta Coal Duty Card 15 – Pollution Incident Attendant

Withdrawal Conditions TARP

Mannering Fire or Explosion Management Plan

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