



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

# Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal REDACTED VERSION

## 1. INTRODUCTION

The Pollution Incident Response Management Plan (PIRMP) has been prepared for Ampol Australia Petroleum Pty Ltd - Newcastle Terminal (EPA Licence No 452), to set out specific requirements for achieving compliance with the relevant requirements introduced in the Protection of the Environment Legislation Amendment Act 2011 (POELA Act, 2011) related to timely notification and management of the pollution incidents causing “material harm”.

## 2. OBJECTIVES

The objectives of this PIRMP are to:

1. ensure comprehensive and timely communication about the pollution incident to:
  - Ampol and sub-contractor personnel;
  - Environmental Protection Authority;
  - NSW Ministry of Health;
  - SafeWork NSW;
  - Fire and Rescue NSW;
  - Newcastle Government Agency;
  - Wider community outside the facility who may be affected by the impacts of the pollution incident.
2. minimize and control the risk of pollution incident at the facility through
  - Identification of risks;
  - Development of planned actions;
  - Implementation and close out of the planned actions in a timely manner
3. ensure that the plan is implemented by
  - trained personnel with responsibility for implementing the plan;
  - regular testing for accuracy, currency and suitability

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<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 1 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1



Division	Fuels and Infrastructure
Type	Plan
Title	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

### 3. DEFINITIONS

#### **Pollution Incident**

*An Incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur.*

*It includes 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.*

#### **Material Harm**

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*
- III. 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.*

*For the purposes of this definition, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.*

#### **Environment** means:

*components of the earth, including:*

- (a) land, air and water, and*
- (b) any layer of the atmosphere, and*
- (c) any organic or inorganic matter and any living organism, and*
- (d) human-made or modified structures and areas,*

*and includes interacting natural ecosystems that include components referred to in paragraphs (a)–(c).*

#### **EPA** means:

the Environment Protection Authority constituted by the Protection of the Environment Administration Act 1991

#### **A premise includes:**

Electronically Controlled Document. Refer to online document for current version.			
Custodian: Paul Hobbs	Owner: Terminal Ops. Manager	Document No.: CD4286	Page: 2 of 28
Approved: 27/08/2025	Published: 27/08/2025	Periodic Due Date: 27/08/2030	Version: 0.1



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

A building or structure, or (b) land or a place (whether enclosed or built on or not), or (c) a mobile plant, vehicle, vessel or aircraft.

**Pollution** means:

- (a) water pollution, or (b) air pollution, or (c) land pollution.

**Activity** means:

An industrial, agricultural or commercial activity or an activity of any other nature whatever (including the keeping of a substance or an animal).

## 4. TYPES OF INCIDENTS TO BE NOTIFIED

Only those incidents which occur in the course of an activity so that material harm to the environment is caused or threatened are to be reported.

**Note on exclusions:**

- (a) Definition of “Pollution Incidents” excludes **Noise**;
- (b) **Odour is not required to be reported** as a Pollution Incident under Part 5.7, s.148 (7) of Protection of the Environment Operations (POEO) Act 1997.
- (c) A person is not required to notify an incident if the incident is an ordinary result of action required to be taken to comply with an Environment Protection Licence, an Environment Protection Notice or other requirement of or made under this act (s.151 of POEO Act, 1997).

## 5. NOTIFICATION RESPONSIBILITY

The Newcastle Terminal Operations Manager (TOM) or National Environment Manager, Distribution has primary responsibility for calling the Agencies identified in the Key Contact List in Table 9.1. Responsibilities for statutory reporting are identified in the *Ampol Incident Notification and Investigation Standard* (CD3824).

As indicated in Section 5.0 of the Newcastle Terminal Emergency Response Plan (CD3282), the Terminal Operations Manager (TOM) is responsible for ensuring that all site personnel are properly trained in their roles and responsibilities with respect to execution and maintenance of this plan. This responsibility extends to all third parties entering the site, including contractors, tanker drivers and visitors whose emergency response training shall take place via the site induction.

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 3 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

Legacy ID: SD207379



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

Following the initial notification, the Terminal Operations Manager (TOM) is responsible for consulting with the Emergency Services, Support Agencies, external Authorities, and neighbouring premises in matters relating to this plan.

All site based personnel are responsible for being familiar with this PIRMP, and in particular, be fully conversant with the actions expected of them in the event of an emergency.

## 6. DESCRIPTION OF ENVIRONMENTAL HAZARDS

The Newcastle Terminal Environment Management System (EMS), in the form of their Operational Environmental Management Plan (OEMP) (CD1640) has been developed to meet the environmental management system requirements of ISO14001: EMS.

As part of the OEMP, the Newcastle management team has identified the environmental aspects and impacts of its activities and has documented these in the site specific environmental risk register, called the Newcastle Terminal Environmental Aspect and Impact Risk Register (Appendix F). This register includes the aspects, impacts (risks) and control measures associated with the terminal operations, tank maintenance, and remediation project works. Identified control improvements are also included in the register, as and when needed.

A review (and possible update) of site's environmental aspects and impacts risk register information will be triggered when impacts to site aspect, impacts or required controls measures brought about by change, such as:

- Operational and/or environmental management controls are identified as either outdated or insufficient through:
  - Management of Change processes impacting plant and operations;
  - Major Hazard Facility (MHF) assessments; and;
  - Hazard identification during the design process for operational modifications (e.g. HAZOP, MOC, etc.);
- Major changes in legislative requirements affecting risks or effective controls (general or site environmental licence or approval conditions);

These reviews are to also consider changes to aspect, impacts or required control measures identified through the following:

- Job Hazard Analysis (JHA) records;
- inspections and audit reports;
- incident, near miss, aspect and non-conformance investigation reports;
- LPS Safety Alert learnings and/or recommendations applicable to the site

Following are some of the environmental hazards identified:

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 4 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

**Table 6-1 Potential Environmental Hazards - Pollution Event**

Potential Initiating Conditions/ Events	Potential Risk Scenario	Remarks
<p>In operational areas: Unauthorised hot work generating spark</p> <p>Sparks from unauthorised use of electrical equipment</p> <p>petrol driven vehicles in high risk areas</p>	Fire and explosion	<p>The scale, extent, duration and nature of the material relating to each of the identified risks will likely determine if the consequence is causing or has the potential to cause material environmental harm.</p> <p>Licence Exceedances are not included in this plan as these are reported as per the licence reporting conditions and in the “Annual Return”.</p>
<p>Failure of plant and equipment e.g. connections, valves.</p> <p>Loss from stored chemicals and products</p> <p>Procedural lapses/errors - spills</p>	Loss of Containment to land or water - examples are uncontrolled releases of hydrocarbons waste	
<p>Failure of plant and equipment e.g. connections, valves.</p> <p>Stored chemicals and products loss – container failure</p> <p>Procedural lapses/errors</p>	Oil/product spill requiring response	
<p>Failure of plant and equipment e.g. loading arms, during product discharge</p> <p>Procedural lapses/errors by Ampol employee</p>	Oil/product spill requiring response	
<p>Vehicle collision</p> <p>Procedural lapses/errors – Ampol employee or contractor</p>	Equipment damage resulting in an uncontrolled release	
<p>Off-site Sub Station failure</p> <p>black out following lightning strike</p>	Failure of power system	
<p>Collision with third party vehicle</p> <p>Truck roll over during travel or following collision</p>	Tanker truck accident (offsite)	

Electronically Controlled Document. Refer to online document for current version.

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 5 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

**Table 6-2 Potential Human Health Hazards - Pollution Event**

Potential Initiating Conditions/ Events	Potential Receptors	Exposure Pathways
Fire – generating smoke and vapours Loss of containment impacting surface waters	Site personnel	Ingestion and dermal contact with contaminated surface water; groundwater; vapour inhalation
Fire – generating smoke and vapours Loss of containment impacting surface waters Intercepted product lines during trenching	Maintenance workers and excavation workers at, and in the vicinity of, the site	Ingestion and dermal contact with groundwater Ingestion and dermal contact with contaminated soil Vapour inhalation in trenches and pits
Loss of containment impacting surface waters and groundwater	Adjacent Commercial or Residential Site Users	Ingestion of groundwater and vapour inhalation
Loss of containment impacting surface waters and groundwater	Surface Waters (Newcastle Peninsula)	Lateral migration of contaminants in shallow groundwater

## 7. INVENTORY OF POLLUTANTS

Newcastle Terminal receipts, stores, handles and distributes a large number of fuel products and fuel additives, and has a comprehensive system for safe handling of such materials. The site uses this system that includes amongst others,

- Dangerous Goods and Hazardous Substances Register (Sections 4.4 and 4.5 - Newcastle Terminal ERP (CD3282)
- Safety Data Sheets for Ampol Fuel Products and other chemical agents stored on site
- procedures for the approval of new chemicals on site
- procedures for safe storage, use and disposal of these materials

In addition, to meet the requirements of Acts other than the environmental legislation, updates of the Newcastle Terminal Dangerous Goods and Hazardous Substance Manifest and List are undertaken and provided to NSW SafeWork Authority.

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 6 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

The Newcastle EP Annex – Manifest (CD5738) as well as the previously mentioned Section 4.4 of the Newcastle Terminal ERP provides a list of Hazardous Chemicals and Manifest.

## 8. COMPREHENSIVE EMERGENCY RESPONSE PLAN

The Newcastle site is staffed 24 hours a day, 365 days a year by an experienced Operations team who undertake regular patrols around the site, as part of their duties. There are a number of early detection systems installed on tanks, piping and other storage units to monitor flow movements and tank fill rates. These systems include:

- Tank gauging
- High and high-high level alarms
- Independent tank over-fill alarms with emergency isolation valves (EIV's)
- Lower Explosive Level (LEL) monitors/alarms in bunds
- CCTV images back to Terminal Control room
- Hydrocarbon detectors strategically placed in bunds and pump banks
- Monitoring and alarms for uninitiated tank fill (and flows to/from or in incorrect direction)
- Scully System – “Over Fill” Protection

The Newcastle Terminal operates a comprehensive Emergency Response Plan (ERP) (CD3282), in line with the requirements of the Ampol Group Emergency Management Standard (CD19049).

The ERP describes: -

- various procedures to be followed or complied with in an emergency;
- available response equipment & safety gear;
- outline of the teams of trained people to support the implementation of the ERP.

In addition to the ERP, a number of Scenario Guidance Notes (SGN) have been developed to deal with the types of possible emergency events. Amongst these SGN's are ones that deal with pollution events to land and water. These tools, along with the ERP, are also used as training aids for the Operations Coordinators and the other members of the local emergency response team.

To date the ERP has been successful in protecting and minimizing impacts on the environment. Regular exercises are carried out and changes to the plan are made as required to incorporate learning from the exercises. Copy of the Newcastle Terminal Emergency Response Plan is published in the Ampol DMS (Doco) and can be made available to third parties on request.

The components of the Emergency Response Plan and this PIRMP are cross-referenced to the relevant sections of the Environment Operations Act 1997 and POEO (General) Regulation 2009 – refer to Appendix B.

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 7 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

Legacy ID: SD207379



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

To assist in an emergency situation, Ampol operates a centralised emergency response service through the 24/7 ERS Provider (IXOM), referred to as the Ampol Emergency Hotline. This is a **24 HOUR, 7 DAYS per week emergency response unit**.

The 24/7 ERS Provider Service has been contracted by Ampol to:

- provide a single point of contact with all appropriate Ampol response staff, on a 7 day/24hour basis
- ensure contact is established with all appropriate Emergency Services
- ensure Ampol management and appropriate crisis management personnel are notified
- provide specialist response /first aid /technical advice (e.g. safety data sheet information)

The Ampol Emergency Hotline will be used by employees to ensure that all relevant staff and authorities are notified.

The Ampol Emergency Hotline contact number is (toll free):

**1800 033 111**

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 8 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

**Legacy ID: SD207379**



Division	Fuels and Infrastructure
Type	Plan
Title	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

## 9. CONTACT DETAILS OF THE RELEVANT AUTHORITIES TO BE NOTIFIED OF POLLUTION INCIDENT

**Table 9-1 KEY EXTERNAL CONTACT INFORMATION**

Mandatory Government Agencies to Contact in Priority Order – Request a Call Reference No.			
Whether there is <b>threat to</b> human health or property or not			
Name	Description	Main Contact/s	Person Responsible
IXOM ERS & Duty Manager	24hr Emergency Advice	1800 033 111	NCT Operations Coordinator
Fire	Local Command	000	
Police	Local Command	000	
Ambulance	Regional Command	000	
Fire (Incidents <b>NOT</b> requiring Fire Units)		1300 729 579	NCT Operations Mgr.
EPA (our licence no. <b>452</b> )	Duty Inspector	131 555	Nat. Environment Mgr. Distribution or Safety Team Rep.
Ministry of Health	Public/Enviro Health Officer	4924 6477	
SafeWork NSW	Duty Officer	131 050	
Newcastle City Council	Enviro / Fire Safety Officer	4974 2000	
Other Emergency & Regulatory Agencies if Required			
Poisons Information	24hr Call Centre	13 11 26	NCT Operations Coordinator
Solberg Backup Foam	Emergency Line	1800 802 902	
Benestar (Employee Assistance)	www.benestar.com	1300 360 364	
Hunter Water Corporation	Emergency Duty Personnel	1300 657 000	
Newcastle Mutual Aid Group			
BP Newcastle Terminal Manager	Cnr. Hannell & Elizabeth St CARRINGTON 2294	0422 414 618 0428 115 068	NCT Operations Coordinator
NSW Port Authority	Port Services (Duty) Mgr. Boats & Watercraft	4985 8287 4985 8281	
Port of Newcastle (Private)	Private port operator	49293890	
Stolthaven Australia(24 hours/7 days)	Lot 2 Steelworks Road Mayfield NSW 2304 Duty Officer (24/7) Site Manager (24/7)	0418 736 974 0498 762 177	
Cargill Australia	40 Heron Road Kooragang Island NSW 2304 Site Manager (24/7) Senior Operator (24/7) Terminal Manager (M-F)	(02) 4928 3875 0417 2521 28 0417 252 128	

Electronically Controlled Document. Refer to online document for current version.			
Custodian: Paul Hobbs	Owner: Terminal Ops. Manager	Document No.: CD4286	Page: 9 of 28
Approved: 27/08/2025	Published: 27/08/2025	Periodic Due Date: 27/08/2030	Version: 0.1



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

Park P/L (Park-Fuels)	10-13 Greenleaf Road, Kooragang Island NSW 2310 Operations Manager(24/7) Terminal Manager	(02) 4920 1344  0438 520 537 0494 415 406	NCT Operations Coordinator
<b>External Resources</b>			
CHUBB emergency foam supplies	24 hours	1800 099 255	NCT Operations Mgr. or Operations Coordinator
Cleanaway	Spill Response	1800 774 557	
Hancock & Owen	Spill Response	0418 683 086	

**Table 9-2 KEY INTERNAL CONTACT INFORMATION**

**Table 9-2 KEY INTERNAL CONTACT INFORMATION**

Position	Name	Phone	Mobile
<b>Primary Emergency Numbers</b>			
Emergency Services	24 hour emergency services call out		000
Ampol Emergency Response (Duty Manager)	IXOM ERS – 24 hours		1800 033 111
<b>Ampol Management</b>			
Newcastle Terminal Operations Manager	<p align="center"><b>Ampol AMT Duty Manager IXOM ERS – 24 hours 1 800 033 111</b></p>		
Newcastle Terminal Operations Specialist			
General Manager - Distribution			
Head of Terminals Australia			
OE Manager, Distribution			
WHS Business Partner - Distribution			
Senior Safety Specialist			
National Environment Manager, Distribution			
Senior Environment Management Systems Specialist, Distribution			
Newcastle Community Engagement Manager	<a href="mailto:community@ampol.com.au">community@ampol.com.au</a>		

<b>Electronically Controlled Document. Refer to online document for current version.</b>			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 10 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1



Division	Fuels and Infrastructure
Type	Plan
Title	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

Ampol Corporate Management	
Group Process Safety, Environment and Regulatory Manager	<b>Ampol AMT Duty Manager</b> <b>IXOM ERS – 24 hours</b> <b>1 800 033 111</b>
Senior Communications Advisor	
Distribution Emergency Response Specialist	

**Note:**

*Refer to (CD3282) Newcastle Terminal Emergency Response Plan – Contact List for full list of contact phone numbers*

## 9.1 Community

Consultation with community members during and/or after a reportable pollution incident will be undertaken in accordance with this PIRMP. The police will generally take on the role of interfacing with site neighbours but may require the assistance of Ampol personnel.

This role (and prior to police arrival if necessary) should be delegated by the Ampol emergency controller so that adequate resources remain at the site to respond to the emergency. Advice around evacuation and other actions, remain the responsibility of emergency services and the community is advised to always follow their directions.

In the days following a pollution incident, appropriate communication platforms are to be considered for implementation to communicate further with the community. These include but are not limited community drop-in centre, door knocking and the distribution of community updates via letterbox drop. The community may also contact the Terminal via the dedicated 24hour hotline on **1800 033 111** or [community@ampol.com.au](mailto:community@ampol.com.au)

A list of contact details for neighbouring sites is available on site and incorporated in the site's emergency response management plan.

## 9.2 Incident Risk Ranking

Table 9-4 - Incident Risk Ranking below, provides a list of products stored at Newcastle Terminal and the need for early warning, depending on the nature of the incident. Early warning requirements for neighbours are included. Where the likely impact on Neighbours is rated Medium or High, action must be taken to advise neighbours of the incident. The Police shall inform affected neighbours and adjacent businesses. In their absence, or at their request, the Terminal Emergency Controller or their delegate, shall inform affected neighbours and adjacent businesses.

**Table 9-4 Incident Risk Ranking**

Electronically Controlled Document. Refer to online document for current version.			
Custodian: Paul Hobbs	Owner: Terminal Ops. Manager	Document No.: CD4286	Page: 11 of 28
Approved: 27/08/2025	Published: 27/08/2025	Periodic Due Date: 27/08/2030	Version: 0.1

<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

Chemical	Chemical Hazard?	Need for Early Warning	Potential Hazards Identified	Level of	Likelihood	Priority	Impact on Neighbour
Unleaded petrol, Premium/ Unleaded Petrol	Yes	Yes	• Release to ground;	M	L	M	L - M
			• Release into stormwater;	H	L	H	H
			• Vapour cloud; odour	H	L	H	H
			• Ignition – explosion, fire, smoke	H	L	H	H
Diesel	Yes	Yes	• Release to ground;	M	L	M	L- M
			• Release into stormwater;	H	L	H	H
			• Ignition – fire, smoke	M	L	H	M
Ethanol	Yes	Yes	• Release to ground;	M	L	H	L-M
			• Vapour cloud; odour	H	L	H	H
			• Release into stormwater;	H	L	H	H
			• Ignition – fire, smoke	H	L	H	H
PULP Diesel Additive	Enviro	Yes	• Release to ground;	M	L	M	L-M
			• Release into stormwater;	H	L	H	H
			• Ignition – fire, smoke	L	L	M	H
Low Flash Slops	Yes	Yes	• Release to ground;	M	L	M	L-M
			• Release into stormwater	H	L	H	H
			• Vapour cloud; odour	H	L	H	H
			• Ignition – explosion, fire, smoke	H	L	H	H
Oily Water Sewer	No	Yes	• Release to ground;	M	L	M	L
			• Release into stormwater;	M	L	H	H
	No	No	• Release to ground;	M	L	H	L
Trade Waste			• Release into stormwater	M	L	H	L
Fire Fight Foam	Enviro	No	• Release to ground;	H	M	L	L
			• Release into stormwater	H	L	M	L

Electronically Controlled Document. Refer to online document for current version.

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 12 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

Chemical	Chemical Hazard?	Need for Early Warning	Potential Hazards Identified	Level of	Likelihood	Priority	Impact on Neighbour
Fire Water Tank	No	No	<ul style="list-style-type: none"> <li>Nil</li> </ul>	L	L	L	L

## 9.5 Contact Details of Site Contact for Waste Transport Incident

In the event of a pollution event involving the transport of waste from the Newcastle site to a waste treatment facility (e.g. landfill), the Ampol Emergency Response Hotline (toll free) can be contacted to alert us of the incident and activate our response.

Title	Direct
Ampol Emergency Response Hotline	1800 033 111

## 10. RELEVANT INFORMATION TO BE GIVEN WHEN NOTIFYING

The relevant information to be given according to Section 150 of the POEO Act (1997) when notifying the incident to the regulatory authorities is as follows:

- Time, date, nature, duration and location of the incident
- Location of the place where pollution is occurring or is likely to occur
- The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known
- The circumstances in which the incident occurred (including the cause of the incident if known)
- Action taken or proposed to be taken to deal with the incident, and any resulting pollution or threatened pollution, if known
- When the information relating to items c), d) or e) is not known at the time of verbal notification, this information must be provided once it becomes available

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 13 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

## 11. PROCEDURES TO BE FOLLOWED

The relevant parts of the Ampol Newcastle Emergency Response Plan and its procedures would be activated for delivering this Pollution Incident Response Management Plan (PIRMP). If a pollution event occurs, the emergency controller will take actions according to the Newcastle Terminal Emergency Response Plan, while taking account of the requirements of this PIRMP.

However, for completeness of the Pollution Incident Response Management Plan, the following additional information is presented:

### 11.1 Other Notification of Pollution Incidents

The EPA may, as per section 151A of the POEO Act (1997),

- direct the person verbally to notify such other persons of the incident as it requires;
- specify the manner and form of notification;
- direct that any initial verbal notification be followed by written notification.

### 11.2 Identification of Appropriate Regulatory Authority

Should a pollution incident occur, the National Environment Manager, Distribution will have the responsibility of determining the “Appropriate Regulatory Authority” (ARA). This, in turn, will determine the party or parties to be notified.

### 11.3 Notification of employees and other site personnel

All personnel on site (employees and contractors) will be informed immediately of a site emergency (which can include a “Pollution Incident”) via the Site Emergency Alarm or the Terminal public broadcast system.

Members of the Newcastle Terminal Local Emergency Response Team (LERT) and other personnel involved with the implementation of the ERP related to the pollution incident are notified by phone or SMS as soon as the emergency has been identified.

### 11.4 Roles and Responsibilities

The roles and responsibilities defined in the Newcastle Terminal ERP are not in any way reduced by the preparation of this PIRMP.

The responsibilities specific to the PIRMP are included in the relevant parts of this report for clarity.

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 14 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

### 11.5 Response Triggers

Triggers requiring a response or update of this PIRMP include: -

- Community complaints that warrant an update;
- Regulatory response or instruction;

Odour events are classified as Class B or A events, in accordance with Section 5.2 of procedure *Responding to Community Environmental Concerns* (CD2015).

## 12. AVAILABILITY OF PLAN

A redacted version of this PIRMP will be available on the Ampol Public Website and will be supplied free of cost to anyone requesting the plan in writing, generally within 14 days of the request being made.

This PIRMP is also referenced in the Newcastle Terminal ERP. Hard copies of the Plan will be retained at the Newcastle Terminal at:

NAME	LOCATION
Operations Coordinator	Operations Control Room
Gatehouse	Hunter Room EOC
Emergency Manifest Box	Newcastle Terminal Main Truck Entrance and Main Emergency Entrance, Hannell St

Soft copies will be stored in the Ampol Document Management System (DMS). with easy access via Doco on the Ampol Tank.

Details of this Plan will be made available to authorised personnel on request.

## 13. STAFF TRAINING

Staff training requirements of this PIRMP are included in Environmental Awareness Training which is provided to all Terminal personnel via the Ampol Learning Management System (LMS).

The Newcastle Terminal Operations team constitute the *first responder* emergency response (ER) team and are instructed in the requirements of this plan as part of their ER training. The annual ER training program must include at least one pollution event scenario.

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 15 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

Legacy ID: SD207379

<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

The objective of such training is to ensure the operations team:

- retain the necessary ‘first responder’ competencies needed to deal with the range of possible site specific emergency scenarios;
- can demonstrate a sound working knowledge of the fire activation and suppression equipment on site and how to terminate such equipment (e.g. TTLR Foam Deluge system) if needed;
- practice using the site’s emergency equipment, including spills containment tools, etc.;
- get to train with external emergency agencies such as NSW Fire and Rescue and the Police on a periodic basis

## 14. TESTING OF PLANS

The Newcastle Terminals Operations Manager has delegated responsibility for the regular testing of the PIRMP to the Newcastle Terminal Operations Specialist. This role is responsible for:

- arranging for this plan to be tested routinely at least once every 12 months and;
- the accuracy of the information contained within the plan checked and;
- confirming consistency with other related emergency response procedures developed in the preceding 12 months

A specific aspect of this Plan will be tested in a Desktop Exercise every 12 months, supported by concurrent field exercises/tests.

**Note:** Emergency response exercises – dates and scenario details held in Cintellate as a Meeting

This plan will also be tested,

- within one month of the occurrence of any “pollution incident”, or
- at the discretion of National Terminal Operations Manager. As a member of the Fuels Supply Chain Leadership Team (FSC FT), to incorporate improvements to the effectiveness and workability of the plan as well as changes to responsibilities of the persons implementing this plan, for example, within one month of the occurrence of any “pollution incident”.

Results of the tests will be used for incorporating: -

- Improvements to the effectiveness and workability of the plan;
- Changes to responsibilities of the persons implementing the plan;
- Changes in contact details.

These changes will be incorporated into the Plan within 3 months of the Tests. A Log of Tests by date and learnings is included at the rear of this Plan in Appendix B. The Log shows the dates, and a description of any actions resulting from these tests/exercises.

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 16 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1





<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

It is critical for the date of the PIRMP test, the scenario (or other trigger), the names of the facilitator and those involved to be recorded as a Cintellate Meeting. The PIRMP test scenario, attendee list and any actions arising from the post emergency debrief will be held in Cintellate and tracked to completion.

**Note:** The Newcastle Terminal ERP has its own testing plan and timelines for testing relevant equipment appropriately, as per Legislative Requirements, Australian Standards and International Standards where available and in that order.

If the testing requirements detailed in this section are also mentioned in the ERP, then they are to be regarded as the same, otherwise the testing requirements are to be regarded as over and above those listed in the Emergency Response Plan.

## 15. PLAN REVIEWS AND UPDATES

Results of the tests will be used for incorporating:

- improvements to the effectiveness and workability of the plan;
- changes to responsibilities of the persons implementing and/or maintaining the plan;
- changes in contact details.

These changes will be incorporated into the Plan within 3 months of the ER tests taking place. A log of tests will be appended to this Plan, showing the dates, and a description of actions resulting arising from the post event debrief. A Log of Tests shall include details of who coordinated the ER scenario, the ER exercise date and learnings is included at the rear of this Plan in Appendix A.

As mentioned in Section 14, A record on each ER exercise, including the names of personnel who participated in the ER exercise shall be held in Cintellate. All corrective actions and opportunities for improvement will be tracked to completion.

The Fuels Supply Chain Senior Environmental Management Systems (EMS) Specialist has delegated responsibility for maintaining this plan. Plan versions will be managed in accordance with the Ampol Document Management System (CD4187).

**Table 15-1 Plan Updates**

<b>Version Number &amp; Date</b>	<b>Updates/Changes/Inclusions</b>
Version 1.0 2016	New document
Version 2.0 Nov 2018	Review – currency of operational details, phone numbers, test exercise dates

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 17 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

<b>Version Number &amp; Date</b>	<b>Updates/Changes/Inclusions</b>
Version 3.0 Feb 2020	Training exercise at BMT- involving KNT, BMT and NCT ER Leads. PIRMP scenario and document review by ASBG – Andrew Doig Review of phone numbers – currency of operational details, phone numbers, test exercise dates
Version 4.0 August 2021	Plan revised -, in line with changes to the PIRMP template for the three (3) NSW terminals  Additional details of conditions or events that could or would increase likelihood of hazards occurring  Specify who is responsible for testing of plan and schedule Inclusion of new Section 15 called <i>Plan</i>  <i>Revised</i>  Inclusion of a stormwater drainage diagram & new diagrams: <ul style="list-style-type: none"> <li>• ELP Identification Points</li> <li>• DG Depot locations</li> </ul>
09 Sept 2022	Annual review of Plan. Update to include latest Emergency training events where the PIRMP was activated.
21 August 2023	Annual review of Plan after Fire/Loss of Containment Scenario. PIRMP Desktop Exercise Update includes the revised Ampol Internal Contact list and the latest Emergency training events where the PIRMP was tested.
20 Augus 2024	Annual review of Plan. Revised: Update includes details of the latest Emergency training event (27-28 August) where the NCT PIRMP was activated (MEET-014040).  Inclusion of new diagram-Fire Fighting Services Diagram (No.6)

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 18 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

Legacy ID: SD207379



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

<b>Version Number &amp; Date</b>	<b>Updates/Changes/Inclusions</b>
31 August 2025	Annual review of Plan. Paper version of this latest PIRMP will be placed in the <i>Hunter Room EOC</i> when published in Doco.

## 16. REPORTING

An incident debrief and incident investigation report will be prepared following any Incident which triggers this PIRMP. In such instances, Ampol will appoint a Lead Investigator who will report to the designated incident owner, under Legal Privilege if and when required.

Where the report identifies gaps and/or opportunities for improvement, all such recommended changes will be incorporated into the Plan. The Newcastle Terminal Operations team and any other affected/interested parties will be informed of any Plan changes.

### Diagrams

- Diagram 1. Site and Surrounding Land Use - Newcastle Terminal Site
- Diagram 2. Site Plan
- Diagram 3. Newcastle Terminal Layout and Environment Protection Licence –  
EP Identification Points
- Diagram 4. Newcastle Terminal Stormwater Draining System
- Diagram 5. Manifest Site Plan
- Diagram 6. Fire Fighting Services Site Plan

### **Note:**

**The following named Diagrams have been removed from this Redacted version of the PIRMP for security reasons. They are shown in the internal version published in Doco (Ampol DMS).**

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 19 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

Legacy ID: SD207379



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

## **Appendices**

Appendix A. Log of Plan Tests

Appendix B. Newcastle PIRMP and ERP Alignment with Environment Operations Act 1997 and POEO (General) Regulation 2009

Electronically Controlled Document. Refer to online document for current version.			
<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 20 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

**Legacy ID: SD207379**

Division	Fuels and Infrastructure
Type	Plan
Title	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

**Diagram 1. Site and Surrounding Land Use - Newcastle Terminal Site**



Electronically Controlled Document. Refer to online document for current version.			
Custodian: Paul Hobbs	Owner: Terminal Ops. Manager	Document No.: CD4286	Page: 21 of 28
Approved: 27/08/2025	Published: 27/08/2025	Periodic Due Date: 27/08/2030	Version: 0.1

Legacy ID: SD207379



Division	Fuels and Infrastructure
Type	Plan
Title	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

**REDACTED DIAGRAMS**

**Diagram 2.                      Site Plan**

**Diagram 3.                      Newcastle Terminal Layout and Environment  
Protection Licence – EPL Identification Points**

**Diagram 4.                      Newcastle Terminal Stormwater Draining System**

**Diagram 5.                      Manifest Site Plan**

**Diagram 6.                      Fire Fighting Services Site Plan**

Electronically Controlled Document. Refer to online document for current version.

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 22 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

**Legacy ID:** SD207379



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

## Appendix A. Log of Plan Tests

Test Date	Coordinated By	Results	Actions Resulting
<b>2013 Program</b>			
4 September 2013.	Newcastle Operations Manager	Minor Desktop to check PIRMP Exercise completed successfully	Nil
<b>2015 Program</b>			
9 April 2015	Newcastle Operations Manager	Exercise successfully completed Scenario details not available	Administrative changes required
<b>2016 Program</b>			
30 May 2016	Newcastle Operations Manager	Exercise successfully completed Scenario details not available	Administrative changes required
<b>2017 Program</b>			
23 June 2017	Newcastle Operations Manager	Exercise successfully completed Scenario details not available	Administrative changes required
<b>2018 Program</b>			
31 July 2018	Newcastle Operations Manager	Exercise successfully completed Scenario details not available	Administrative changes required Updated Plan Test Log
<b>2019 Program</b>			
9 August 2019	Newcastle Operations Manager	Exercise successfully completed Scenario details in Cintellate	Administrative changes required
<b>2020 Program</b>			
25 Feb 2020 <b>Half Day event:</b> PIRMP Regulatory framework training conducted by A. Doig, ASBG and accompanying  Scenario Exercise: Jet Fuel line LOC – localised pollution to soils	Snr. EMS Specialist	All NSW Terminals represented at the Training and the scenario exercise.  Draft EPA Guideline discussed  All PIRMP's will be revised (format and extra Maps) once the EPA Guideline is published	Change to the contact details for Bayside Council:  Now 1300 581 299  Updated Test Log details Revised & new diagrams <ul style="list-style-type: none"> <li>Revised Emergency Services</li> <li>ELP Identification Points</li> <li>DG Depot locations</li> </ul>
24 Sept 2020	Newcastle Operations Manager	Joint Exercise with FIRE NSW successfully completed Scenario details in Cintellate	New PIRMP Template will incorporate EPS guideline

Electronically Controlled Document. Refer to online document for current version.

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 23 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

Legacy ID: SD207379



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

Test Date	Coordinated By	Results	Actions Resulting
31 March 2021	Newcastle Operations Manager	Desk Top Exercise - Truck Loss of Containment (Diesel) in TTLR Test currency of ER Card and test Ops team actions during and after such an event	Review NCT BCP Review Traffic Mgmt Plan update phone numbers- new TOM and PIRMP
3 November 2021	Newcastle Operations Manager	Joint desktop emergency response exercise with Wickham Self Storage (WSS) Building Manager (adjacent to the western boundary of the terminal). Included discussion re containment of potential fire water and other possible contaminants. <u>Scenario:</u> Fire in the Wickham Self Storage yard. Test objectives: <ul style="list-style-type: none"> <li>test response capabilities of both sites.</li> <li>confirm accuracy of Newcastle Terminal's ERP &amp; PIRMP.</li> </ul>	Provide WSS Building Manager with NCT Coordinator contact details  WSS Building Manager (or delegate) to inform NCT Ops when hot work planned to be performed.
09 September 2022	Newcastle Operations Manager and Operations Specialist	Annual review of Plan.	Update to include latest Emergency training events where the PIRMP was activated
11 August 2023	Newcastle Operations Manager and Operations Specialist	<b>MEET-010755</b> Fire/Loss of Containment Scenario. PIRMP Desktop Exercise involving the Newcastle Terminal Operations Coordinators Also called Spill Response Contractor (Transpacific) – response to 'test' call good.	Three actions arising: <ul style="list-style-type: none"> <li>Undertake additional FLT LOPs</li> <li>Purchase larger Spill Kits x 2</li> <li>Review the Spills Response training package and arrange refresher training for the NCT team</li> </ul>

Electronically Controlled Document. Refer to online document for current version.

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 24 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1





<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

Test Date	Coordinated By	Results	Actions Resulting
27-28 August 2024 (covered shift teams)	Newcastle Operations Manager and Operations Specialist	<b>MEET-014040</b> Newcastle PIRMP exercise testing of PIRMP with new starter and operations staff, as part of the annual <u>PIRMP exercise</u> involving a potential LOC, in this case Tankmaster FP70 concentrate stored in Newcastle drum store.	Two actions arising: <ul style="list-style-type: none"> <li>Advise and implement improved contractor housekeeping in drum store storage area.</li> <li>Check that all NCT Coordinators know where to find relevant SDSs via Ampol 'Tank' and can access online database.</li> </ul>
25/07/2025 (covered shift teams)	Newcastle Operations Manager and Operations Specialist	<b>MEET-016500</b> Newcastle PIRMP was activated (desktop and site walkthrough of available spill response equipment), as part of the annual <u>PIRMP exercise</u> . Also logged a call with IXOM all persons in desktop exercise noted.	Two Actions arising: <ul style="list-style-type: none"> <li>Update ERP contacts in PIRMP</li> <li>Investigate need to have a portable gas detector available at all times</li> </ul>

Electronically Controlled Document. Refer to online document for current version.

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 25 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

Legacy ID: SD207379

## Appendix B

### Newcastle PIRMP and ERP Alignment with Environment Operations Act 1997 and POEO (General) Regulation 2009

Section of Act	PIRMP Section Reference	Newcastle ERP (where relevant)
<b>Environment Operations Act 1997</b>		
153A	1.Introduction	3. Introduction
153C	5.Notification Responsibilities  8. Comprehensive Emergency Response Plan  9. Contact Details of Relevant Authorities to be Notified of Pollution Event <ul style="list-style-type: none"> <li>Table 9.1: External Contact Information</li> <li>Table 9.2: Internal Contact Information</li> <li>Table 9.3: Neighbourhood Contact List</li> </ul>	7.0 Roles and Responsibilities   9.1 Notification of an emergency
153D	12. Availability of Plans	2.0 Distribution List
153E	14. Testing of Plans	6.10 Training, Testing, Exercises
153F	5.Notification Responsibilities  8. Comprehensive Emergency Response Plan  11. Procedures to Follow	8.3 Spills Containment & First Aid Resources  9.0 Response procedures  9.1 Notification of an emergency
<b>POEO (General) Regulation 2009</b>		
98C (1) (a)	6, Description of Environmental Hazards	5. Site Profile
98C (1) (b)	6, Description of Environmental Hazards <ul style="list-style-type: none"> <li>Table 9.4 Incident Risk Ranking</li> </ul>	5.7 Major Incident Hazards  6.2 Risk Assessment
98C (1) (c)	8. Comprehensive Emergency Response Plan	Newcastle ERP (whole)
98C (1) (d)	7. Inventory of Pollutants	5.6 DG and Hazardous Materials  5.7 Major Incident Hazards
98C (1) (e)	<ul style="list-style-type: none"> <li>Table 9.4 Incident Risk Ranking</li> </ul>	5.7 Major Incident Hazards  6.2 Risk Assessment

Electronically Controlled Document. Refer to online document for current version.

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 26 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

<b>Section of Act</b>	<b>PIRMP Section Reference</b>	<b>Newcastle ERP (where relevant)</b>
98C (1) (f)	8. Comprehensive Emergency Response Plan	Newcastle ERP (whole)
98C (1) (g)	<ul style="list-style-type: none"> <li>Table 9.2: Internal Contact Information</li> </ul>	6.7 Local Emergency Management Team  8.1 Emergency Contacts
98C (1) (h)	<ul style="list-style-type: none"> <li>Table 9.1: External Contact Information</li> </ul>	6.6 Regional Emergency Management Team  6.7 Local Emergency Management Team  6.8 Incident Control  6.9 Emergency Operations Centre
98C (1) (i)	9.2 Community	6.8 Incident Control  6.9 Emergency Operations Centre  7 Local Emergency Management Team  7.1 Emergency Incident Command & Control  8.1 Emergency Contacts
98C (1) (j)	11.3 Notification of employees and other site personnel	7.1 Emergency Incident Command & Control  8.1 Emergency Contacts
98C (1) (k)	Diagrams 1, 2 and 4	5. Site Profile  5.2 Site Boundaries  5.3 Surrounding Land Use
98C (1) (l)	1. Comprehensive Emergency Response Plan	Newcastle ERP (whole)
98C (1) (m)	13. Staff Training	6.10 Training, Testing, Exercises
98C (1) (n)	Appendix A. Log of Plan Tests	11.4 Post Incident Assessment
98C (1) (o)	Appendix Y Document Stewardship	2.0 Distribution List

**Electronically Controlled Document. Refer to online document for current version.**

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 27 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1



<b>Division</b>	Fuels and Infrastructure
<b>Type</b>	Plan
<b>Title</b>	Pollution Incident Response Management Plan (PIRMP) Newcastle Terminal

98C (1) (p)	14. Testing of Plans	6.10 Training, Testing, Exercises 11.4 Post Incident Assessment
98D (1)	12. Availability of Plans	2.0 Distribution List
98D (2)	12. Availability of Plans	2.0 Distribution List
98E (1)	14. Testing of Plans 15. Reporting	2.1 Controlled Hard Copies 2.2 Electronic Copies
98E (2)	14. Testing of Plans	6.10 Training, Testing, Exercises

**Electronically Controlled Document. Refer to online document for current version.**

<b>Custodian:</b> Paul Hobbs	<b>Owner:</b> Terminal Ops. Manager	<b>Document No.:</b> CD4286	<b>Page:</b> 28 of 28
<b>Approved:</b> 27/08/2025	<b>Published:</b> 27/08/2025	<b>Periodic Due Date:</b> 27/08/2030	<b>Version:</b> 0.1

**Legacy ID:** SD207379