



Division	Fuels & Infrastructure
Type	Plan
Title	Banksmeadow Terminal Pollution Incident Response Management Plan (PIRMP)

Pollution Incident Response Management Plan Banksmeadow Terminal

1. INTRODUCTION

The Pollution Incident Response Management Plan (PIRMP) has been prepared for Caltex Australia Petroleum Pty Ltd - Banksmeadow Terminal (EPA License No 6950), 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

- Ensure comprehensive and timely communication about the pollution incident to:
 - Caltex and sub-contractor personnel;
 - Environmental Protection Authority;
 - Port Authority of NSW;
 - NSW Ministry of Health;
 - SafeWork NSW;
 - Fire and Rescue NSW;
 - Botany Local Government Agency;
 - Randwick Local Government Agency;
 - Wider community outside the facility who may be affected by the impacts of the pollution incident.
- 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.
- 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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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*

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

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:

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.

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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 NSW HSSE Representative and Senior Environment Specialist (for EPA contact) 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 Caltex OE Process 20 – Incident and Injury Management (CD3166).

As indicated in Section 4.8 of the Emergency Plan for Banksmeadow Terminal, 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.

Following the initial notification by the F&I Safety Specialist and F&I Senior Environment Specialist, the Terminal Operations Manager (TOM) is responsible for consulting with the Emergency Services, Support Agencies, external authorities and neighboring premises in matters pertaining to this plan.

All site-based personnel are responsible for becoming familiar with this

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PIRMP, and in particular, the actions expected of them in the event of an emergency.

6. DESCRIPTION OF ENVIRONMENTAL HAZARDS

Following are some of the environmental hazards identified:

Table 6-1

Potential Risk Scenario	Remarks
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>
Loss of Containment – to land or air	
Pollution of waterways	
Oil spill requiring response	
Ship refuelling incident	
Tanker truck accident (on site or off site)	
Equipment damage resulting in an uncontrolled release	
Failure of power	

7. INVENTORY OF POLLUTANTS

Banksmeadow Terminal 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 Manifest and Notification Procedure
- Material Safety Data Sheets
- Procedures for the approval of new chemicals on site
- Procedures for safe storage and use of these materials

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

A list of Hazardous Chemicals is listed in Table 5 of the Emergency Plan for Banksmeadow Terminal

8. COMPREHENSIVE EMERGENCY RESPONSE PLAN

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The Banksmeadow Terminal operates a comprehensive Emergency Plan (EP) as part of the Caltex Crisis Management Framework (Doc SD101178, Ref OPS-BMT-EP). The EP describes:-

- Various procedures to be followed or complied with;
- Available response equipment & safety gear;
- Outline of the teams of trained people to support the implementation of that plan.

To date this plan 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.

The components of the Emergency Plan relevant to this PIRMP are cross-referenced in the relevant Sections of this document.

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

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

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

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

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

1 800 033 111

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

Table 9-1 KEY CONTACT LIST

Name	Description	Main Contact(s)	Person Responsible
Mandatory Agencies to Contact in Priority Order – Request a Call Reference No.			
IXOM ERS & Duty Manager	24hr Emergency Advice	1800 033 111	Notified by TOM or delegate (Ops Coordinator)
Fire	Local Command	(0)000	
Police	Local Command	(0)000	
Ambulance	Regional Command	(0)000	
EPA (our licence no. 6950)	Duty Inspector	13 15 55	Senior Environment Specialist, Licenced Sites
Public Health Unit	Duty Officer	02 9382 9333	Notified by NSW HSSE Representative
SafeWork NSW	Duty Officer	13 10 50	
Bayside Council	Pollution Hotline	1300 581 299	
Randwick Council	Pollution Hotline	02 9399 0999 or 1800 429 041 (after hours emergencies only)	
Other Emergency & Regulatory Agencies if Required			
Poisons Information	24hr Call Centre	13 11 26	Notified by TOM or delegate (Ops Coordinator)
3M Backup Foam	24hr Emergency Line	1800 802 902	
Davidson Trahaire Corpsych	Employee Assistance	1300 360 364	
Sydney Water Corporation	Emergency Duty Personnel	13 20 90	
Sydney Port Authority	Emergency Response 24hr Line	02 9296 4999	

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Name	Description	Main Contact(s)	Person Responsible
Caltex Contacts			
Caltex Crisis Management Team – Duty Manager	1 800 033 111		Notified by TOM or delegate (Ops Coordinator) or Caltex Duty Manager
Senior Media Adviser			
Kurnell (SCADA) Control Room			
Regional Ops Manager NSW/QLD			
Terminal Ops Manager			
Banksmeadow Terminal Operations Coordinator			
External Resources			
Toxfree (Cleanaway)	Spill Response	1800 774 557	Operations Coordinator or Environmental Compliance Team Representative

9.2 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 neighbors but may require the assistance of Caltex personnel.

This role (and prior to police arrival if necessary) should be delegated by the Caltex emergency controller so that adequate resources remain at the site to respond to the emergency. Where emergency services do not take on this role, Caltex will consider utilising various communications tools such as phone calls, door knocking, and letter box drops as appropriate for the incident and its impact.

A list of contact details for neighbouring sites is presented in Table 9-2 below.

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Table 9-2 Neighbour Contact List

Name	Position	Telephone
Bulk Liquid Berth	Berth Operations Manager	Port Radio (BLB)
Ports Authority of NSW	GM Safety, Security & Environment	Port Radio or 9296 4999
Pacific National Operations	General reports and enquiries (Chullora)	02 8484 8000
	Port Botany Terminal Operations Manager (Shane Jones)	0400 247 153
DP World	Security	02 9394 0900
	Manager Safety & Environment	02 9394 0997
Svitzer Australasia	Sydney Operations	02 9355 3103
Australian Rail Track Corporation (ARTC)	General Enquiries	08 8217 4366
	Enviroline Notifications	1300 550402
AST services	Office Manager	02 9666 7736
Sydney Sideloaders P/L	Office Manager	02 9316 8589
Botany Golf Course	General Enquiries	02 9316 8582

Table 9-3 below provides a list of products stored at Banksmeadow Terminal and the need for early warning, depending on the nature of the incident. Early warning requirements for neighbors are included. Where the likely impact on neighbours is rated Medium or High, action must be taken to advise neighbours of the incident.

The LAC shall inform neighbours and adjacent businesses, with the exception of Sydney Ports Corporation, who will be notified by the Terminal Operations Manager (TOM) via Port radio.

Caltex has collected personal information (telephone numbers) for the sole purpose of communication to its neighbours in the event of an emergency where adjoining premises need to be advised of that emergency so that

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appropriate action (if required) can be taken. Personal information held by Caltex in accordance with the Privacy Act 1988 can be accessed by asking a privacy-related question or obtaining a Copy of Caltex's Privacy Policy statement.

Please write to the "Privacy Compliance Officer, Level 24, 2 Market Street, Sydney 2000".

Caltex's privacy Statement can also be viewed at www.caltex.com.au.

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Table 9-3 – Incident Risk Ranking

	Chemical Hazard?	Amount Stored (kl)	Need for Early Warning	Potential Hazards Identified	Level of Impact	Likelihood	Priority	Impact on Neighbours
Gasoline	Yes	19,066	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	17,738	Yes	Release to ground;	M	L	M	L - M
				Release into stormwater;	H	L	H	H
				Ignition – fire, smoke	M	L	H	M
Jet Fuel	Yes	2,145	Yes	Release to ground;	M	L	H	L - M
				Release into stormwater;	H	L	H	H
				Ignition – fire, smoke	H	L	H	H

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Chemical	Chemical Hazard?	Amount Stored (kl)	Need for Early Warning	Potential Hazards Identified	Level of Impact	Likelihood	Priority	Impact on Neighbours
Jet Fuel	Yes	2,145	Yes	Release to ground;	M	L	H	L - M
				Release into stormwater;	H	L	H	H
				Ignition – fire, smoke	H	L	H	H
Ethanol	Yes	765	Yes	Release to ground;	H	L	H	L - H
				Release into stormwater;	H	L	H	H
				Ignition – fire, smoke	H	L	H	H
Additives	Yes	45	Yes	Release to ground;	M	L	M	L - M
				Release into stormwater;	H	L	H	H
				Ignition – fire, smoke	L	L	M	M
Low Flash Slops	Yes	1020	Yes	Release to ground;	M	L	M	L - M
				Release into stormwater	M	L	H	H
				Ignition – fire, smoke	H	L	H	M
Oily Water	No	431	Yes	Release to ground;	M	L	M	L
				Release into stormwater;	M	L	H	H

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Chemical	Chemical Hazard?	Amount Stored (kl)	Need for Early Warning	Potential Hazards Identified	Level of Impact	Likelihood	Priority	Impact on Neighbours
Trade Waste	No	1,259	No	Release to ground;	M	L	H	L
				Release into stormwater	M	L	H	L
Fire Fighting Foam	No	19,500	No	Release to ground;	H	M	L	L
				Release into stormwater	H	L	M	L
Fire Water Tank	No	1,200	No	Nil	L	L	L	L

9.3 Contact Details of Site Contact for Waste Transport Incident

Title	Direct
Caltex Emergency Response Hotline (IXOM)	1800 033111

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10. RELEVANT INFORMATION TO BE GIVEN WHEN NOTIFYING THE INCIDENT

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

11. PROCEDURES TO BE FOLLOWED

The relevant parts of the Caltex Banksmeadow 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 Banksmeadow Terminal Emergency Plan.

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

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Should a pollution incident occur, the Senior Environmental Specialist (SES) Marketing will have the responsibility of determining the “Appropriate Regulatory Authority” or 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 Banksmeadow Emergency Response Team and other personnel involved with the implementation of the emergency response plan 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 Banksmeadow Terminal Emergency Plan are not in any way reduced by the preparation of this PIRMP Management Plan.

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

11.5 Response Triggers

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

- Community complaints;
- Regulatory response or Instruction;
- Odour events classified as Class B or A events in accordance with Section 5.2 of procedure “Responding to Community Concerns” M-OEMS-STD-14.7.

12. AVAILABILITY OF PLANS

This PIRMP will be available on the Caltex Online 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 will be included as an Appendix to the Banksmeadow Terminal Emergency Plan.

Hard copies of the Plan will be retained at the Banksmeadow Terminal at:

- BMT SCADA Room,
- Operations Coordinator’s Office,
- Brotherson Dock Control Room,

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- EOC Room (Bonnie Doon Building),
- Terminal Operations Manager's Office.

Soft copies will be stored in the Caltex Document Management System (DMS), with easy access via the Terminal Environment Key Information page.

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 Caltex Learning Management System (LMS).

14. TESTING OF PLANS

This plan will be tested routinely once every 12 months and the accuracy of the information contained, and consistency with other procedures developed in the preceding 12 months will be carried out. This plan will also be tested,

- Within one month of the occurrence of any "pollution incident", or
- At the discretion of the Distribution Leadership Team (DLT), to incorporate improvements to the effectiveness and workability of the plan as well as changes to responsibilities of the persons implementing this plan

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 will be appended to this Plan, showing the dates, and a description of the actions resulting therefrom. A Table of Tests by date and learnings is included at the rear of this Plan in Appendix B

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Note: The Banksmeadow Terminal Emergency Plan 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 Emergency Response Plan 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. Reporting

A post –incident report will be prepared following any Incident which triggers this PIRMP. In such instances, Caltex will appoint a Lead Investigator who will report to Management, under Legal Privilege when required.

Where the report identifies recommended changes to the Plan, such changes will be

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Diagrams

1. Banksmeadow Terminal - Tank & Building Site Plan
2. Banksmeadow Terminal - Stormwater Site Plan
3. Banksmeadow Terminal - Fire Fighting Services Site Plan
4. Banksmeadow Terminal - Site and Surrounding Land Use

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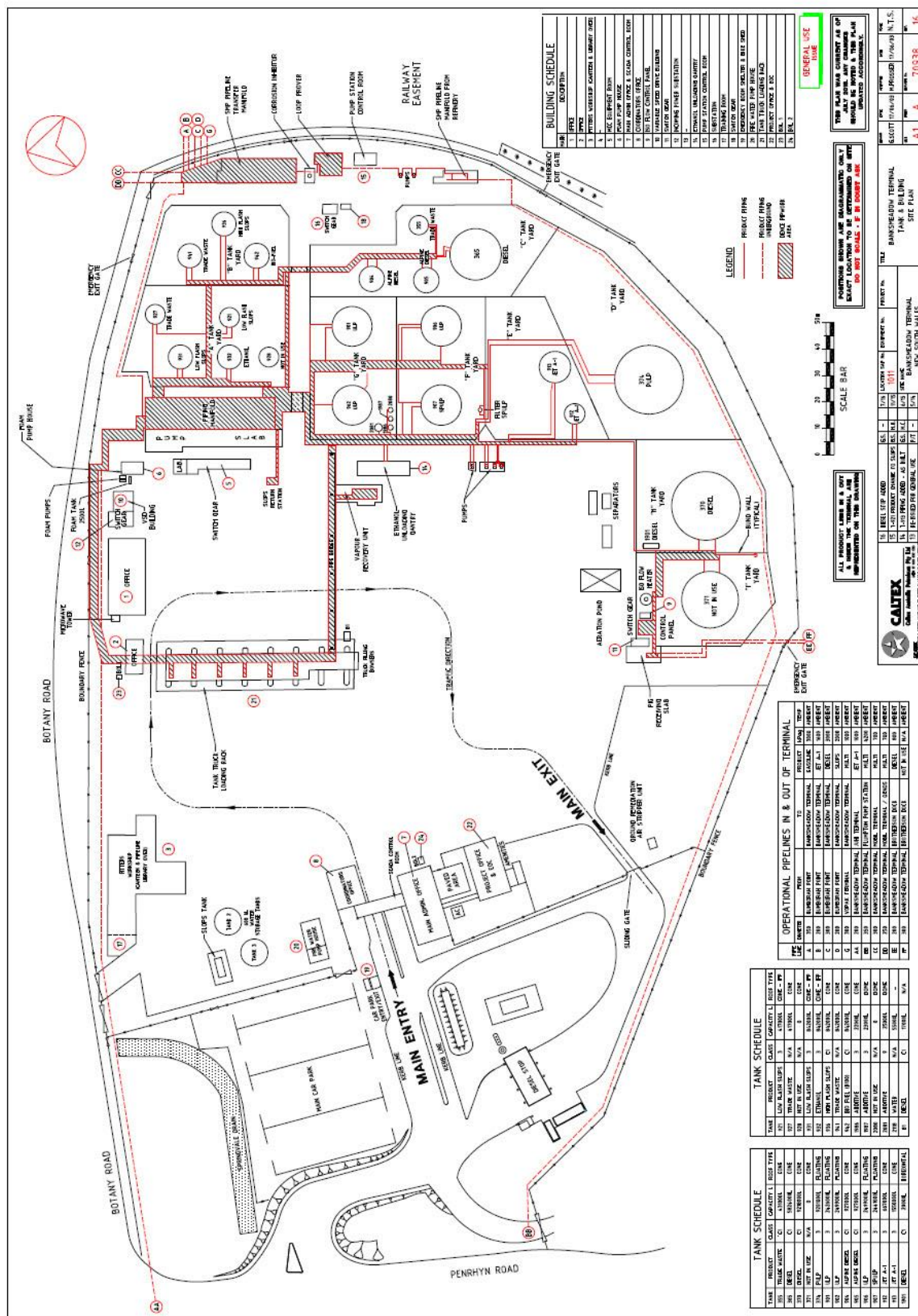
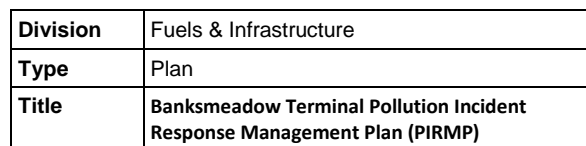


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Diagram1. Banksmeadow Terminal - Tank & Building Site Plan

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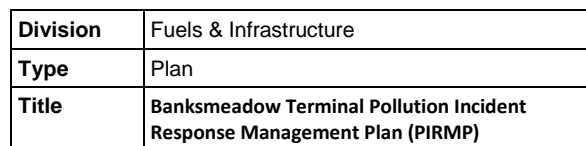


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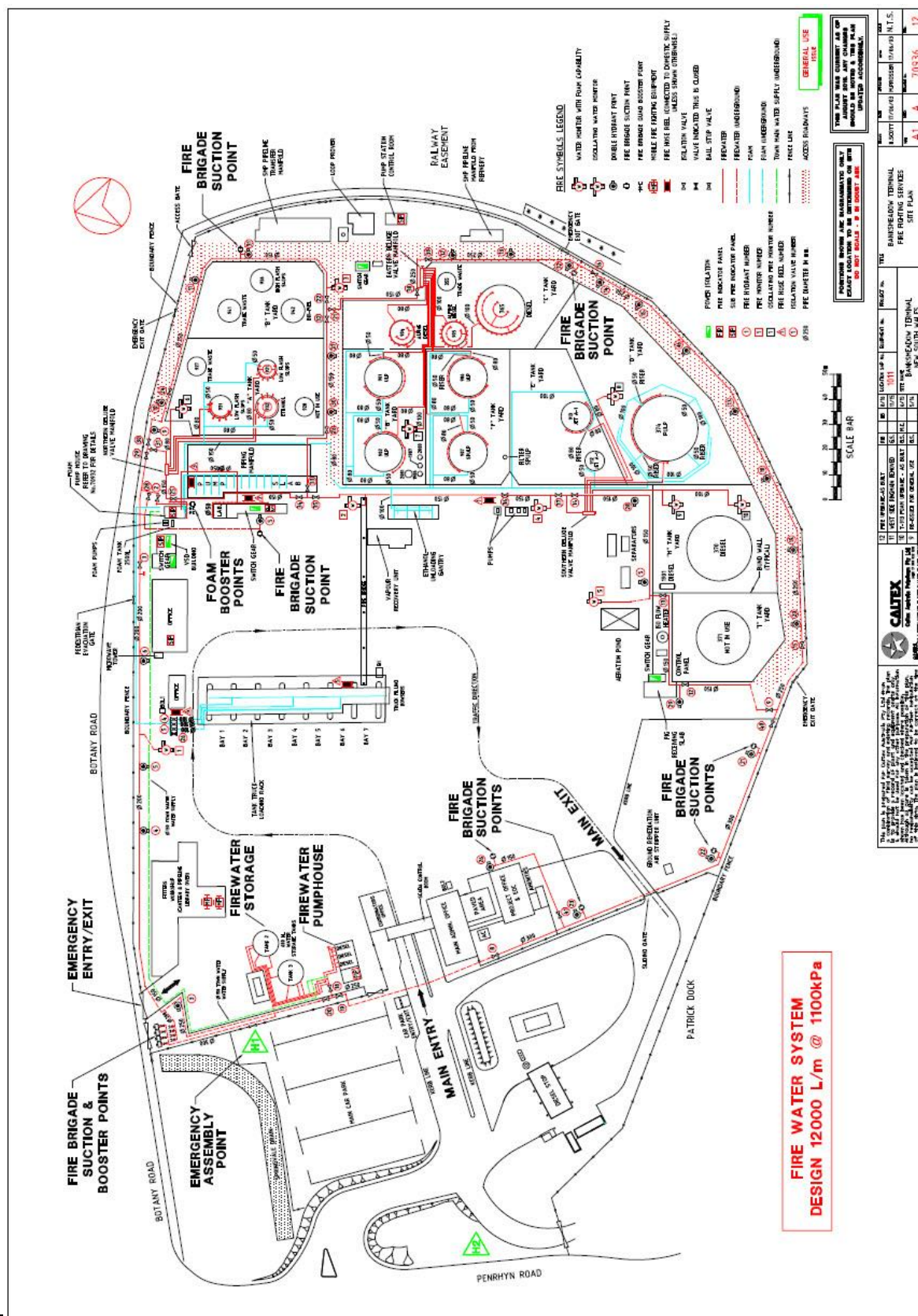
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Diagram 3. Banksmeadow Terminal Fire Fighting Services Site Plan

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Legacy ID: SD206188

Division	Fuels & Infrastructure
Type	Plan
Title	Banksmeadow Terminal Pollution Incident Response Management Plan (PIRMP)

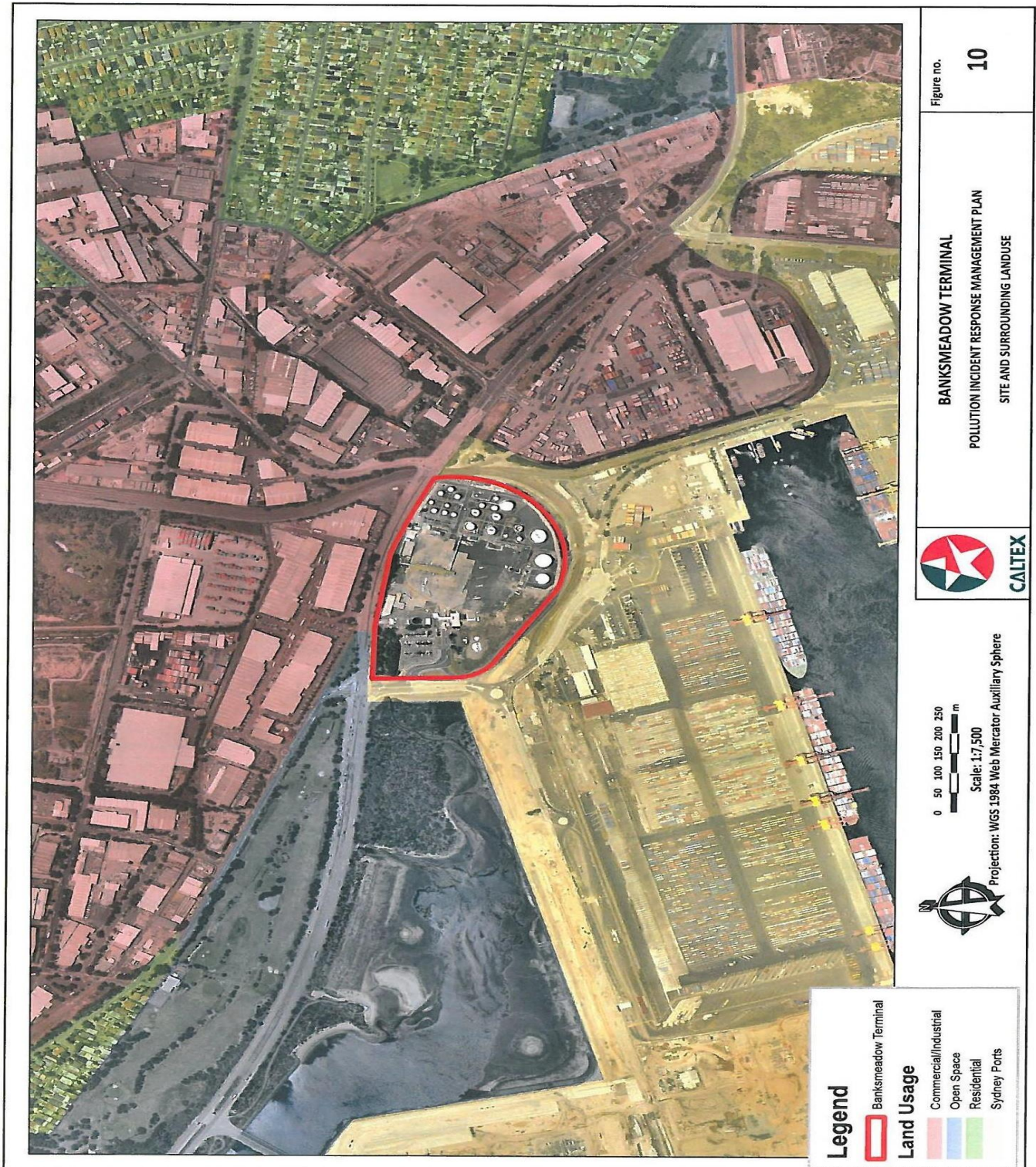


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Diagram 4. Banksmeadow Terminal Site and Surrounding Land Use



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Appendix A

Log of Plan Tests

Test Date	Results	Actions
13 Dec 2013 Scenario: Fuel oil spill to water and odour	Exercise completed successfully	Nil
23 Jun 2014	Exercise completed successfully	Minor updates to neighborhood contact details
01 May 2015	Exercise completed successfully	Nil
22 Sept 2015	Exercise completed successfully	Nil
07 Mar 2017	Exercise completed successfully	Nil
22 Jun 2017	Exercise completed successfully	Nil
23 Oct 2018	Exercise completed successfully	PIRMP – Agency name changed to SafeWork NSW & name change Port Authority NSW & phone number checks
15 Oct 2019 Scenario: oil sheen in the sluice pit	Exercise completed successfully	Nil changes to the PIRMP required
25 Feb 2020 Half Day event: PIRMP Regulatory framework training conducted by A. Doig, ASBG and accompanying Scenario Exercise: Jet Fuel line LOC – localised pollution to soils	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 Guideline is published by EPA	Change to the contact details for Bayside Council Now 1300 581 299 Updated Test Log details

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