

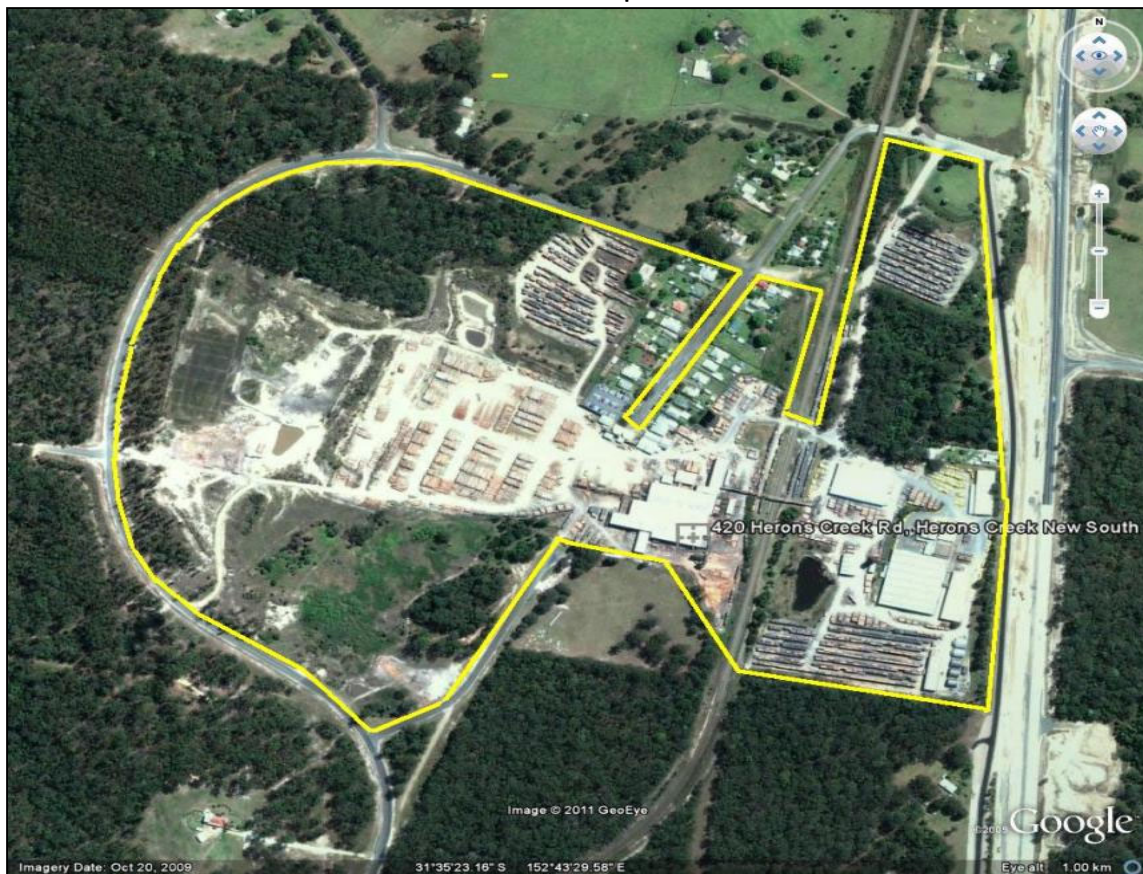
Pentarch Forestry

Pollution Incident Response Management Plan Pentarch Forestry 420 Herons Creek Rd, Herons Creek. NSW 2439

Lot no. DP
EPL 821

Reviewed Date 24/07/2025

Site Map



Local Authority
Port Macquarie-Hastings Council

Contents

Overview	3
Responsibilities	3
Training	3
Testing of the Plan	3
Incident notification	3
Definitions	4
The Plan	4
Site Map	5
Site Map showing storm water of potential overflow	6
Site Assessment	7-9
External Communications	10
Risk Assessment Matrix	10
Risk Assessment on Potential Impacts	11-14
PIRMP Action Tests- Training History	15-16
PIRMP Response Actions	17-28
PIRMP Notification procedure/ Record Sheet	29-31
Protocol for Industry Notification of pollution incidents	32

Overview

Pentarch Forestry operates a timber Mill at Herons Creek, north of Kew on the Mid-North Coast of NSW. The site is located along the western side of the Pacific Highway with access to the Timber Mill via Herons Creek Road.

The Timber Mill consists of a Green Mill and a Dry Mill. An upgrade of the Green mill is proposed and is currently the subject of a Statement of Environmental Effects (SEE).

The Dry Mill portion of the site, between the North Coast Railway and the Pacific Highway, contains the Dry Mill shed, kilns, solar kilns, gas farm, timber drying pads, wrapped storage area and main leachate dam.

In total, timber drying pads are located to the north of the Dry Mill area, along the North Coast Railway line, two sites to the west of Herons Creek Road north of the proposed log yard and within the Dry Mill and Green Mill areas.

Responsibilities

Site Manager - John Coyle 02 6585 7188 or 0400 364 474

Site services Coordinator - Brad Thompson – 02 6585 7188 or 0413 327 182

Training

All staff must be inducted onto site.

Visitors onto site must be accompanied by an inducted person/employee

All staff must be trained in Emergency Spill Response

All staff must be trained in Emergency Response Procedures

All relevant staff must be trained in the safe use of Dangerous Goods and Hazardous Substances including appropriate PPE

Testing of the Plan

The Plant Manager will be the person responsible for implementing, reviewing, testing and updating the plan. The Plan will be tested within one month of an environmental incident or annually if no incidents occur within that time period. The Site HSE Manager will schedule incident testing events.

A documented drill will be carried out listing what the proposed emergency was, how staff reacted to the emergency, what actions were carried out, what lessons were learnt, and what subsequent actions were required to be amended on PIRMP.

Incidents

Following an environmental incident resulting in Material Harm, the five authorities who must be notified immediately are.

- EPA – Environment Line 131 555
- Ministry of Health via Public Health Unit Ph: 02 6588 2750 a/h **Pager Service:** 1300 555 555
Communicable Disease: 48073 **Environmental Health:** 149 377 If no answer phone: Mob 0417 244 966 or Mob 0407 904 280
- WorkCover 131 050
- Fire and Rescue NSW - ph 1300 729 579
- Port Macquarie-Hastings Council - ph 02 6581 8111

A written report will be submitted to the relevant authorities within seven days following a notifiable incident.

**Definition –
Material Harm**

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 or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations) and
- 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

The Plan

This plan will be kept on site, within the company's database and on the Company's website.

The whole plan will be available to an authorised officer on request and to any person responsible for implementing the plan.

The plan, excluding any personal information will be publicly available to any person who makes a written request for it.

Figure 1: SITE PLAN HERONS CREEK

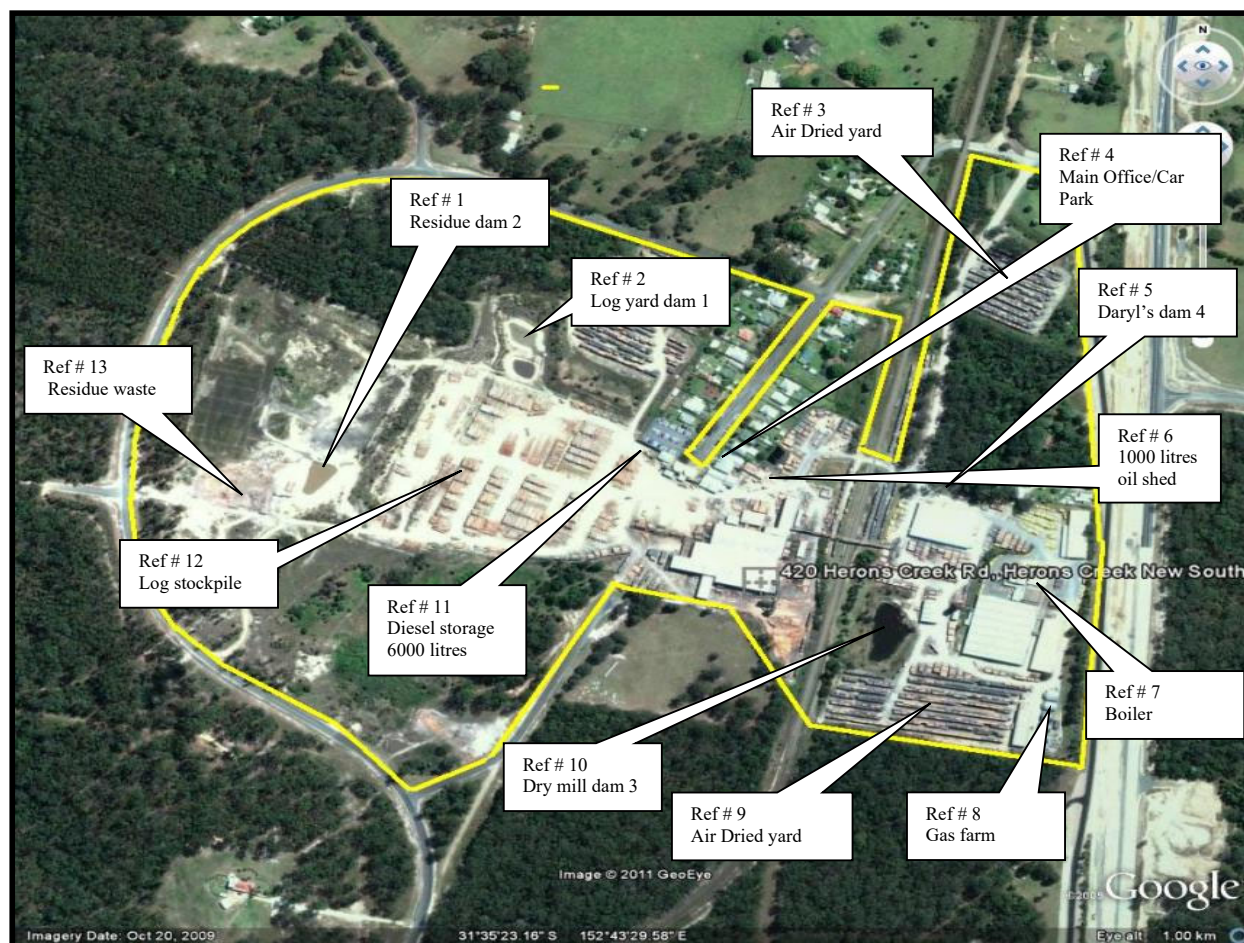
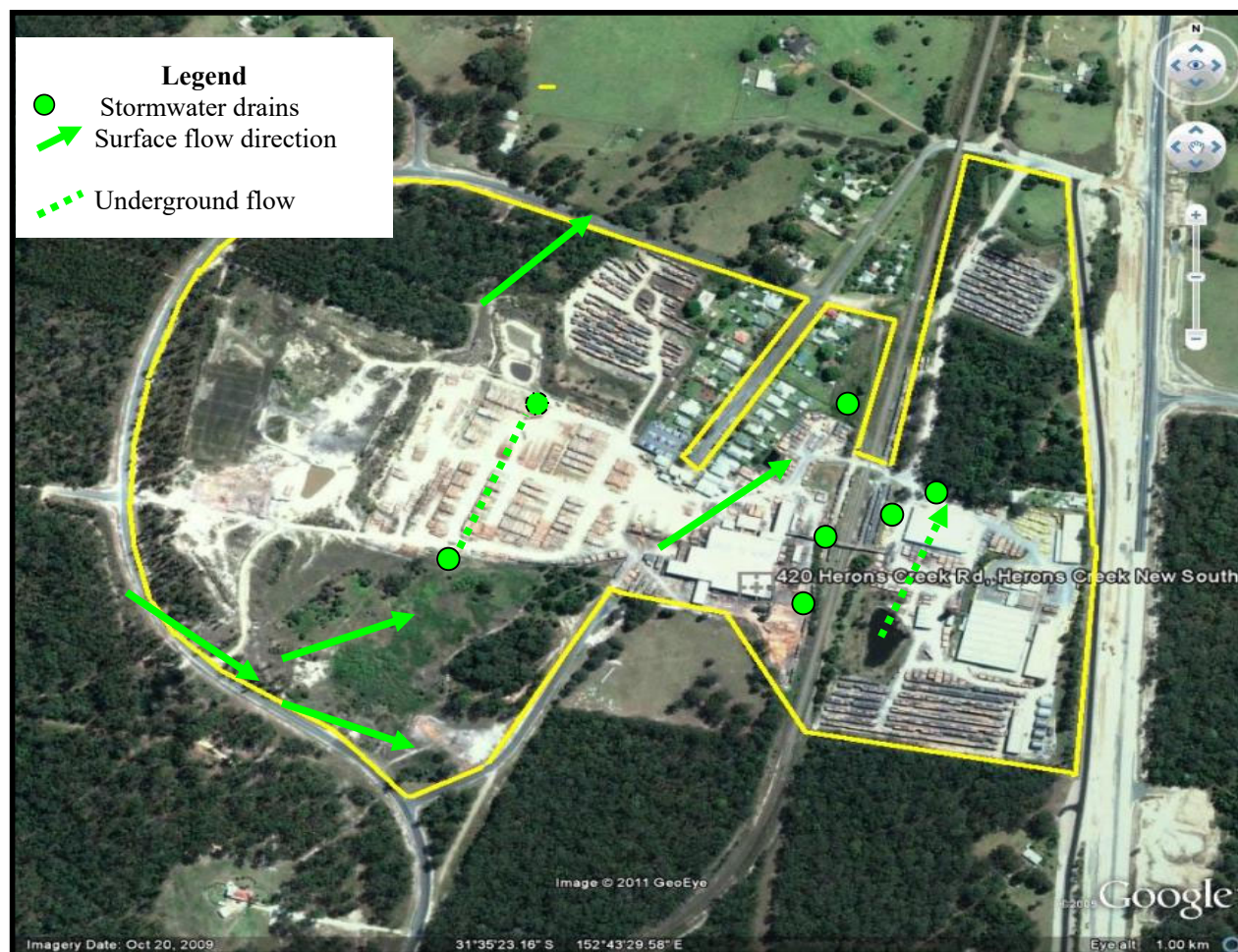


Figure 2: Storm water and direction of potential overflow areas



PIRMP Site Assessment Sheet

LIST OF POLLUTING SUBSTANCE STORAGES/USES AT SITE INITIAL ASSESSMENT (all Chemicals listed in this sheet are to be subjected to a risk assessment)		
Site Name Pentarch Forestry Herons Creek	Responsible person John Coyle	Date 23/07/2025
PIRMP Documentation Control	Review dates: ● 1st Edition: 15/9/12 (GN & AB) ● 2nd Edition: 20/3/13 (GN & AB) ● 3rd TBD based on Drill undertaken 20/03/13. ● 4th Edition: 13/03/2015 (GN) ● 5th Edition: 05/05/2016 (GN) ● 6th Edition: 22/11/2017 (GN) ● 7th Edition: 11/10/2018 (GN) ● 12th Edition: 12/10/2019 (GN) ● 13th Edition: 13/08/2020 (GN) Reviewed after drill. ● 14th Edition: 07/12/2020 (GN) ● 15th Edition: 07/10/2021 (GN) ● 16th Edition: 12/09/2022 (GN) Reviewed after training. ● 17th Edition: 21/02/23 GN reviewed after drill. ● 18th Edition: 09/02/24 GN Reviewed after drill ● 19th Edition: 24/07/2025 BT Reviewed	

Name / description	Covered under Haz Chemicals/MSDS?	Maximum Amount Stored	Location of storage	Map reference	Need for early warning ¹	Current controls	See Risk Ass & PIRMP Response Action (see Below)
CHEMICALS (raw materials and products which can cause pollution)							
Diesel	Class 3	7000ltrs	Log yard & oil storage shed	Ref No 6&11	N/A	• Bunding • PMP • Training • Spill Kits • Inductions	Incident # 1-3

¹ Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours, then early warning assessment of actions is required to be undertaken.



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POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Name / description	Covered under Haz Chemicals/MSDS?	Maximum Amount Stored	Location of storage	Map reference	Need for early warning ¹	Current controls	See Risk Ass & PIRMP Response Action (see Below)
Oils/Solvents	Class 3	Packaged goods up to 2000 ltrs	Oil storage shed	Ref No 6	N/A	- Bunding - PMP - Training - Spill Kits - Inductions	Incident # 4
MATERIALS (e.g. stockpiles, silos, bulk solids etc)							
Log Stock pile	NA	Variable	Dedicated on site	Ref No 12	Local Bush Fire Brigade	- Emergency fire equipment - Maintain manageable levels - Security	Incident # 5
Air dried	NA	Variable	Dedicated on site	Ref No 9	Local Bush Fire Brigade	- Emergency fire equipment - Maintain manageable levels - Security	Incident # 5
Residue waste	NA	Variable	Dedicated on site	Ref No 13	Local Bush Fire Brigade	- Emergency fire equipment - Maintain manageable levels - security	Incident # 5
AQUEOUS (e.g. dams, wastewater tanks, other water storage area)							
Dam 2 Log Yard Dam (Residue)		Variable		Ref No 1	N/A	Continue to irrigate during windy hot days to maintain levels of dams. Ensure pumps are maintained through Mex maintenance system	Incident # 6

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Document owner: Site Services

Review date: 24/07/2025

Revision: 19.0

Page 8 of 32

Next review date: 24/07/2026



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PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Name / description	Covered under Haz Chemicals/MSDS?	Maximum Amount Stored	Location of storage	Map reference	Need for early warning ¹	Current controls	See Risk Ass & PIRMP Response Action (see Below)
Dam 1 (Tannin)		Variable		Ref No 2	N/A	Continue to irrigate during windy hot days to maintain levels of dams. Ensure pumps are maintained through Mex maintenance system	Incident # 6
Dry Mill Dam 3 (Tannin)		Variable		Ref No 10	N/A	Continue to irrigate during windy hot days to maintain levels of dams. Ensure pumps are maintained through Mex maintenance system	Incident # 6
Daryl's Dam 4 (Tannin)		Variable		Ref No 5	N/A	Continue to irrigate during windy hot days to maintain levels of dams. Ensure pumps are maintained through Mex maintenance system	Incident # 6
SUBSTANCES IN PROCESSES (substances which could be emitted from operational process i.e. treatment plants, vehicles etc)							
Mobile plant (onsite) Pentarch	Class 3	Up to 4 MP	Dedicated on site		N/A	• Spill Kits • Pre start • PMP • Training	Incident # 7
Mobile plant (onsite) Contractor/visitor	Class 3	Variable	Dedicated on site		N/A	• Spill Kits • Pre start • Training • Inductions	Incident # 8
Car Parking up to 50 vehicles	Class 3	50 vehicles	Site Office		N/A	• Spill Kits • Training	Incident # 9
Traffic areas (dust, chem. leaks & loss)	Class 3	NA	Dedicated on site		N/A	• Training • Water cart	Incident # 10

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Document owner: Site Services

Review date: 24/07/2025

Revision: 19.0

Page 9 of 32

Next review date: 24/07/2026



IMPACT ON NEIGHBOURS ASSESSMENT – EARLY WARNINGS				
<i>Site Name</i> Herons Creek			<i>Responsible person</i> John Coyle	<i>Date</i> 07/12/2023
Incident type/description	External Release (air, waterway etc)	Neighbours impacted/extent of impact	Communication methods Early warnings	Actions and other control measures (e.g. posting on website, community group meetings)
Fire	Air/ smoke	Railway line	Phone: See Neighbour contact Register	
Uncontrolled release of dam waters	Water	Variable pending severity of rain event	Phone: See Neighbour contact Register	

RISK ASSESSMENT MATRIX

		Likelihood of environmental harm occurring		
		Certain	Likely	Less likely
Level of potential environmental impact	High	Code red	Code red	Code orange
	Moderate	Code red	Code orange	Code yellow
	Low	Code orange	Code yellow	Code yellow

RISK ASSESSMENT on POTENTIAL IMPACTS

Hazard and Likelihood Risk Assessment and Corrective Control Measures								
Herons creek			Responsible Person Plant Manager/Site services			Review Date 24 th July, 2025		
Name / ref of pollutant/ chemicals	Description of Hazard / Incident leading to hazard	Level of impact	Likelihood	Risk	Impact on neighbours ²	Control Measures Corrective Action Coverage under other Plans	Responsible person	Action date
Diesel	Incident #1 Catastrophic failure of one/both tanks 4.5KL above ground tanks	Low	Less Likely		N/A	Consequence: (Low): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by existing bund and no release to soil or water. Likelihood: (Less likely): Due to location within bund damage to tanks is unlikely to occur from external equipment. In addition, tanks are maintained in good structural integrity with low risk of failure through corrosion.	As per PIRMP action plan	When required
	Incident #2 Loss of diesel outside bund during refuelling/fuelling operations.	Moderate	Less likely		N/A	Consequence: (moderate): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by secondary bund and minimal release to soil. Likelihood: (Less likely): Due to location within the bund an incident while re-fuelling & fuelling is unlikely to occur. In addition, hoses and refuelling equipment are maintained in good structural integrity with low risk of failure.	As per PIRMP action plan	When required

² If the incident may impact on neighbours then it will need to trigger the early warnings assessment and actions



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POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

	Incident #3 Loss of fuel within bunded area with leaking or open drain valve	Low	Less likely		N/A	Consequence: (Low): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by secondary bund and minimal release to soil. Likelihood: (Less likely): Drain Valve In addition hoses and refuelling equipment are maintained in good structural integrity with low risk of failure the drain valve is locked at all times.	As per PIRMP action plan	When required
Oils / Solvents	Incident #4 Loss of oils solvents inside bund during delivery and or use	Low	Less Likely		N/A	Consequence : (Low): Failure resulting in loss of oils/solvents from packaged goods would be captured entirely by existing bund and no release to soil or water. Likelihood : (Less likely): Due to location within the bund delivery & use is unlikely to occur. In addition hoses and decanting equipment are maintained in good structural integrity with low risk of failure.	As per PIRMP action plan	When required
Log, Air dried Wood chip & Residue stockpiles	Incident #5. Spontaneous combustion or ignited fire	Low	Less Likely		Y	Consequence: (Low): Fire from stockpiles causing loss off assets creating substantial smoke around the area Likelihood :(Less likely): Stockpiles are maintained to a manageable level along with emergency equipment maintained on a monthly basis. Security monitors site activities 24hrs a day	As per PIRMP action plan	When required
Dams 1-4	Incident #6 Catastrophic failure of one or more tannin dams releasing large volumes of tannin water into on-site and off-site water	Low	Less Likely		Y	Consequence: (Low): Catastrophic failure of one or more tannin dams are likely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant.	As per PIRMP action plan	When required

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Document owner: Site Services
Review date: 24/07/2025

Revision: 19.0

Page 12 of 32
Next review date: 24/07/2026



PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

	courses (i.e. creeks /River).					Likelihood: (Less likely): Dams are frequently monitored and inspected for levels and integrity. Risk Assessment = Moderate Vs Unlikely = L (2) Note: For PIRMP purposes overflow events during extreme wet weather will be reported under POEO Licence obligations and not Immediate Reporting.		
Mobile Plant	Incident #7 Mobile plant, hydraulic hose, or fuel tank failure	Low	Less Likely		N	Consequence: (Low): Failure from fuel tank or hydraulic hoses would be maintain to a small localised area on site. Likelihood :(Less likely): Hose or fuel tank failure from mobile plant would be minimal as prestart and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintain and available in various areas.	As per PIRMP action plan	When required
Mobile plant/ Contractor, Visitor	Incident # 8 Mobile plant, hydraulic hose or fuel tank failure	Low	Less Likely		N	Consequence: (minor): Failure from fuel tank or hydraulic hoses would be maintain to a small, localised area on site. Likelihood :(unlikely): Hose or fuel tank failure from mobile plant would be minimal as prestart and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintain and available in various areas. Inductions for all contractors demonstrating their accountabilities and responsibilities for reporting environmental incidents.	As per PIRMP action plan	When required
Car Park	Incident # 9 Ruptured fuel tank	Low	Less Likely		N	Consequence: (Low): Failure from fuel tank or hydraulic hoses would be maintain to a small, localised area on site.	As per PIRMP action plan	When required



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POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

						Likelihood :(Less likely): Hose or fuel tank failure from mobile plant would be minimal as prestart and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintain and available in various areas		
Traffic areas (dust)	Incident # 10 Surface dust from mobile plant	Low	Less Likely		Y	Consequence: (Low): Dust created form continuous mobile plant operations across site Likelihood :(Less likely): A fully maintained water cart will be utilised in high wind conditions	As per PIRMP action plan	When required

Training and Incident Test Records

Plans Test Date:		Comments:
Incident Test Date: 21/ 03 / 13	Incident Tested: No. 1 - Loss off oil/solvents, packaged goods	See report
Incident Test Date 23 / 05 / 14	Incident Tested: No. 2 –Failed Hydraulic hose o 996G Caterpillar	See report
Incident Test Date 07 / 10 / 14	Incident Tested: No. 3 – Ruptured Diesel tank on Truck (live scenario)	See report
Incident Test Date 22 / 06 / 15	Incident Tested: No 4 – Contractor spilled sump oil container on floor in mobile plant workshop	See report
Incident Test Date 05/05/16	Incident Tested: No 5- Contractor oil leaked onto ground	See report
Incident Test Date 13/03/2017	Incident Tested: No 6- Forklift ruptured fuel tank (Live Scenario)	See Report
Incident Test Date 22/11/2017	Incident Tested: No 7- Burst hydraulic hose on loader (Live Scenario)	See Report
Incident test Date 11/10/2018	Incident Tested: No 8- Blown hydraulic hose under loader in workshop	See Report
Incident test Date 24/09/19	Incident tested: No 9 Dropped 20ltr oil drum near CAE plant	See Report
Incident test Date 13/08/20	Incident tested No 10 Loaded log truck punctured fuel tank in log yard (live Scenario)	See Report
Incident test Date 07/12/20	Incident tested No 11 FEL reverses over log end and punctures gearbox casing	See Report
Incident test Date 07/10/21	Incident tested No 12 Forklift ruptured hydraulic hose Green Mill	See Report
Incident test Date 10/06/22	Incident tested No 13 Forklift ruptured hose Dry mill	See Report
Incident test Date 20/02/23	Incident tested No 14 oil Leak on MEM Green Mill	See Report
Incident test date 09/02/24	Incident tested No 15 - oil leak from Forklift	See Report
Incident test date 01/05/2024	Incident tested No 16 – MEM hydraulic oil spill	See Report

PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Incident test date 03/06/2024	Incident tested No 17 – Rackershed cylinder leak	See Report
Incident test date 25/10/2024	Incident tested No 18 – Carriage hydraulic oil spill	See Report

PIRMP Based Training				
Training	Next Scheduled	Completed	Provider	Targeted Audience
PIRMP Awareness	May 2013	Yes	A.Balazs G.Ninnes	Supervisors
PIRMP Awareness	May 2013	Yes	A.Balazs G.Ninnes	Operational Employees
Emergency Response (general)	May 2015	Yes	D Grainger	Operational Personnel, NSWFB
Emergency Response (i.e. spill kit)	June 2015	Yes	Glenn Pursehouse. NSWFB	HSE Advisor, Maintenance personnel
Emergency Response (i.e. Fire)	May 2015	Yes	NSWFB	Operational staff, Emergency response personnel
General Awareness	June 2016	Yes	Greg Ninness	Supervisors
Emergency Response (i.e. spill kit)	Nov 2017	YES	D Grainger	Log Yard Personnel
Emergency Response	Oct 2018	YES	D Grainger/ Rodney Jones	Log Yard Personnel
Environmental training	2019/2020	YES	My Learning Space	Relevant staff
Environmental training	12/09/22	Yes	Greg Ninness	Relevant staff

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Document owner: Site Services
Review date: 24/07/2025

Revision: 19.0

Page 16 of 32
Next review date: 24/07/2026

PIRMP RESPONSE ACTIONS

Incident No 1

Incident No 1	Catastrophic failure of one/both diesel tanks. (<i>New self bunding tank installed in log yard 02.23</i>) Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Ensure bunds are capturing full volume of diesel • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Contact service provider (Caltex No. 1800033111 or Cleanaway) to pump-out bund contents • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from bund • If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination. • Repair/replace tanks • Refuel tanks • Inspect bund for ongoing serviceability
Alarm raising	Internal: Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented. External (Immediate Neighbours): Door knock or phone call as soon as practicable (see Register of phone numbers of neighbours).
Emergency Controller	• Site manager John Coyle 02 6585 7188 or 0400 364 474 • Call service provider (Site manager) • Spill Kit manager (Supervisor) Periodic inspections and update reporting of site and bund (Site manager)
Scale of incident	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.

PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Communications	- Site Manager / Services Co-ordinator to call and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists. - Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. - Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: - Incident Investigation OHS-052 - Emergency Planning and Response-OHS-053

Incident No 2

Incident No 2	Loss of Fuel due to filling and refuelling from one/both diesel tanks. Actions Required: - Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) - Ensure bunds are capturing full volume of diesel - Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) - Contact service provider (Caltex No. 1800033111 or Cleanaway) to pump-out bund contents - Area to be restricted to Incident Response Personnel - Ensure spill kit available for any release from bund - If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination. - Repair/replace tanks - Refuel tanks - Inspect bund for ongoing serviceability
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Document owner: Site Services
Review date: 24/07/2025

Revision: 19.0

Page 18 of 32
Next review date: 24/07/2026

PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Site manager • Call service provider (Site manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Site manager)
Scale of incident	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	• Site Manager / Site services to call and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists. • Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Investigation GRP-OHS-052 • Emergency Planning and Response GRP-OHS-053

Incident No 3

Incident No 3	Failure of drain valve on bund Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)
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Document owner: Site Services
Review date: 24/07/2025

Revision: 19.0

Page 19 of 32
Next review date: 24/07/2026



PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

	• Ensure bunds are capturing full volume of diesel • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Contact service provider (Caltex No. 1800033111 or Cleanaway) to pump-out bund contents • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from bund • If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination. • Repair/replace tanks • Refuel tanks • Inspect bund for ongoing serviceability
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Site manager • Call service provider (Site manager) • Spill Kit manager (Supervisor) Periodic inspections and update reporting of site and bund (Site manager)
Scale of incident	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	• Site Manager / Site services to call and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists. • Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.

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PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Reporting and re-preparedness	See SOPs: - Incident Investigation GRP-OHS-052 - Emergency Planning and Response GRP-OHS-053
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Incident No 4

Incident No 4	Loss off oil/solvents, packaged goods Actions Required: - Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) - Ensure bunds are capturing full volume of oil/solvents - Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) - Contact service provider (Caltex No. 1800033111or Cleanaway) to pump-out bund contents - Area to be restricted to Incident Response Personnel - Ensure spill kit available for any release from bund - If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination. - Inspect bund for ongoing serviceability
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	- Site manager - Call service provider (Site manager) - Spill Kit manager (Supervisor) - Periodic inspections and update reporting of site and bund (Site manager)
Scale of incident	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Site Manager / Site services to call and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists.

PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

	Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Greg will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: - Incident Investigation GRP-OHS-052 - Emergency Planning and Response GRP-OHS-053

Incident No 5

Incident No 5	Fire in stockpiles of Logs, air dried, woodchip and waste residue Actions Required: - Contact all relevant people/departments (refer to Immediate Reporting Contact Sheet) - Area to be restricted to Incident Response Personnel - Environmental Consultants to be engaged to investigate and remediate contamination if required
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	- Site manager - Call Emergencies services (Site Manager) - Periodic inspections and update reporting of site (Site manager)
Scale of incident	Incident would be restricted to Timber storage area with minimal external impact. However, soil and surface water contamination may require specialist investigation/remediation.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Site Manager / Site service to call and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until the situation is controlled and no on-going human or environmental threat exists.

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PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

	Site manager to consider the threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: - Incident Investigation GRP-OHS-052 - Emergency Planning and Response GRP-OHS-053

Incident No 6

Incident No 6	Failure of one or more tannin dams Actions Required: - Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) - Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) - Contact local neighbours if going to be inundated by rise of water - Area to be restricted to Incident Response Personnel - If any release from site onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination if any - Contact local contractor to rebuild dams immediately
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	- Site manager - Call service provider (Site manager) - Periodic inspections and update reporting of site (Site manager)



PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Scale of incident	Catastrophic failure of one or more tannin dams are likely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	• Site Manager / Site manager to call and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists. • Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Consultants to be contacted to advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Investigation OHS-052 • Emergency Planning and Response OHS-053

Incident No 7

Incident No 7	Hydraulic hose or fuel tank failure on Mobile plant Actions Required: • Contact all relevant people/departments (refer to Immediate Reporting Contact Sheet) • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from mobile plant & equipment • If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately • Call service provider to inspect plant & equipment for serviceability
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.

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PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Emergency Controller	• Site manager • Call service provider (Site manager) • Spill Kit manager (operator)
Scale of incident	Incident would be localized to the area with no external impact.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	• Site Manager / Site services to call and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists. • Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Investigation OHS-052 • Emergency Planning and Response OHS-053

Incident No 8

Incident No 8	Hydraulic hose or fuel tank failure from contractors / visitor's mobile plant Actions Required: • Contractor/Visitor to notify site representative of issue immediately. (induction) • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from mobile plant & equipment • If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately
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PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

	• Call service provider to inspect plant & equipment for serviceability
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Site manager • Call service provider (Site manager) • Spill Kit manager (operator, contractor)
Scale of incident	Incident would be localized to the area with no external impact.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	• Site Manager / Site services and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists. • Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of contaminates.
Reporting and re-preparedness	See SOPs: • Incident Investigation OHS-052 • Emergency Planning and Response OHS-053

Incident No 9

Incident No 9	Car Park/ fuel tank failure Actions Required: • Contractor/Visitor to notify site representative of issue immediately. (induction) • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from mobile plant
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Document owner: Site Services
Review date: 24/07/2025

Revision: 19.0

Page 26 of 32
Next review date: 24/07/2026

PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

	- If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately - Call service provider to inspect plant & equipment
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	- Site manager - Spill Kit manager (site personnel)
Scale of incident	Incident would be localized to the area with no external impact.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	- Site Manager / Site services to call and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists. - Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of contaminate
Reporting and re-preparedness	See SOPs: - Incident Investigation OHS-052 - Emergency Planning and Response OHS-053

Incident No 10

Incident No 10	Dust from traffic areas Actions Required: - Employees, Contractor/Visitor to notify site representative of issue immediately. (induction) - Daily monitoring to be undertaken to capture whether and site conditions - Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) - Dust suppression activity to commence immediately on unsealed roads
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Document owner: Site Services
Review date: 24/07/2025

Revision: 19.0

Page 27 of 32
Next review date: 24/07/2026

PENTARCH FORESTRY – HERONS CREEK
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Site manager • Site operations manager to instruct site personnel (Site manager)
Scale of incident	Incident would be localized to the area with no external impact.
Evacuate	Only if fire or potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	• Site Manager / Site services and provide information as detailed in the BBP PIRMP Notification Record Sheet. Site manager must be periodically updated with respect to incident status until situation is controlled and no on-going human or environmental threat exists. • Site manager to consider threat to human health risks when receiving incident status updates. If high risk is identified Attila or Site manager will provide guidance on further communication requirements to relevant parties. Communications procedures for coordinating relevant authorities refer to site emergency procedures.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	N/A
Reporting and re-preparedness	See SOPs: • N/A

PENTARCH FORESTRY PIRMP NOTIFICATION/ PROCEDURE RECORD SHEET		
SITE DETAILS		
Site Name	Site Address	Responsible Person
Notification Procedure - Incident to be communicate to Brad Thompson immediately (0413 327 182) - Via comms through Brad, John Coyle will consider if incident require EPA notification - If NOT, Brad to provide periodic updates of incident status to John for evaluation on weather EPA or other parties will need to be notified - If Yes, John to call necessary parties of incident and communicate response back to site, John to receive and provide updates to necessary parties For the coordination of emergency response teams refer to site emergency procedures.		
GOVERNMENT AGENCY CONTACT LIST (document date and time of contact and who contacted) (Police contact is only required if considered necessary)		
EPA Contact: 131 555 Date and Time: Person making contact: Instructed Actions: Time of arrival	Fire Brigades Contact: 000 Date and Time: Person making contact: Instructed Actions Time of arrival	WorkCover Contact: Date and Time: Person making contact: Instructed Actions: Time of arrival
Local Government Contact: After Hours emergency 02 6581 8111..... Date and Time: Person making contact: Instructed Actions:	Department of Health Contact:Base Hospital ----- Public Health Unit Environmental Health: 149 377 Date and Time: Person making contact: Instructed Actions:	Local Police Contact: Date and Time: Person making contact: Instructed Actions:

Time of arrival	Time of arrival	Time of arrival
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INCIDENT DETAILS		
Location of Incident:	Emission Type (air, water, land etc):	Scale of the incident (litres/ m³ involved):
Date and Time of the Incident:	Internal Persons involved:	
Chemicals /substances involved		
Process Involved		
Details of the incident		
Main Areas/ sensitive areas of concern e.g. water courses, drains etc		
OTHER CONTACTS IF REQUIRED Y/N		
Community Group Contact Date and Time: Person making contact: Contact method:	Neighbour 1 Date and Time: Person making contact: Contact method:	Neighbour 2 Date and Time: Person making contact: Contact method:
Neighbour 3: Date and Time: Person making contact: Contact method:	Neighbour 4 Date and Time: Person making contact: Contact method:	Neighbour 5 Date and Time: Person making contact: Contact method:

Protocol for industry notification of pollution incidents

Extract from www.environment.nsw.gov.au website

Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents.

The changes take effect from 6 February 2012 and require the occupier of premises, the employer or any person carrying on the activity which causes a pollution incident to immediately notify each relevant authority (identified below) when material harm to the environment is caused or threatened. The following information and procedures may assist those responsible for reporting a pollution incident.

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit – see www.health.nsw.gov.au/publichealth/infectious/phus.asp
- the WorkCover Authority – phone 13 10 50
- the local authority if this is not the ARA
- Fire and Rescue NSW – phone 000.

The appropriate contact for the relevant local authority and Public Health Unit will vary. All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified. These contact numbers should also be identified in the Pollution Incident Response Management Plan prepared for the premises.

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkCover.

Last Update – 23/07/2025 – Brad Thompson – Site services Co-ordinator