

# Cessnock Airport

## Helicopter Activities Pollution Incident Response Management Plan 20317

455 Wine Country Drive, Pokolbin

Reference Point  
S 32 47.3 E 151 20.5



## 1 Purpose & Scope

### Environment Protection Licence (EPL) Details

**Name of licensee:** Cessnock City Council  
(including ABN) 60 9191 489 28

**EPL number:** 20317

**Premises name and address:** Cessnock City Council

P.O Box 152, CESSNOCK, NSW, 2325

**Company or business contact details**

**Name:** Tony Allan

**Position or title:** Airport Coordinator

**Business hours contact number/s:**  
**(02) 4993 4228. (24 Hours)**

**After hours contact number/s:** **(02) 4993 4228**

**Email:** [airport@cessnock.nsw.gov.au](mailto:airport@cessnock.nsw.gov.au)

**Website address:** [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)  
Airport page

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## Pollution incident – person/s responsible

Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s, should the primary contact be unavailable.

### **PIRMP activation**

**Name of person responsible:** Tony Allan or Duty Aerodrome Reporting Officer  
**Position or title:** Airport Coordinator or Reporting Officer  
**Business hours contact number/s:** (02) 4993 4228 (24 hours)  
**After hours contact number/s:** (02) 4993 4228  
**Email:** airport@cessnock.nsw.gov.au

### **Notifying relevant authorities**

Notification should be made by a person with an appropriate level of authority within the company.

**Name of person responsible:** John Latter  
**Position or title:** Manager Works and Operations  
**Business hours contact number/s:** 02 4993 4284  
**After hours contact number/s:** 0401 107 497  
**Email:** john.latter@cessnock.nsw.gov.au

### **Managing response to pollution incident**

**Name of person responsible:** Paul McLachlan  
**Position or title:** Director Works and Infrastructure  
**Business hours contact number/s:** 02 4993 4377  
**After hours contact number/s:** 0401 107 427  
**Email:** paul.mclachlan@cessnock.nsw.gov.au

This Pollution Incident Response Management Plan (PIRMP) has been developed to describe Cessnock Airport's response to a potential incident in line with the requirements of the Protection of the Environment Operations (POEO) Act.

The PIRMP covers helicopter activities (movements) at Cessnock Airport covered by Environmental Licence No 20317.

## Notification of neighbours and the local community

Following a pollution incident, the occupiers and/or owners of neighbouring premises and/or properties downstream will be contacted via one, or a combination of the measures listed below:-

- Direct liaison property owners and/or occupiers - where no one is home, CCC contact details will be left and the matter followed up via telephone or email as soon as possible
- Erection of warning signage
- Phoning, emailing and/or hard copy notifications to property owners and/or occupiers
- Issuing of media releases
- Posting of notices on CCC website and use of CCC social media accounts such as Facebook and Twitter

## 2 Process

### 2.1 Definition of Pollution Incident

A pollution incident means an incident or set of circumstances during or because of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

A pollution incident is required to be notified if there is a risk of material harm to the environment, which is defined in section 147 of the POEO Act 1997:

(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.

## **2.2 Types of Incidents and Responses**

There are two types of potential incidents relating to helicopter activities (movements):

1. Non-pollution incidents – such as noise.
2. Pollution incidents – involving harm to human safety and/or damage to the environment or property.

The appropriate responses these types of incidents are as follows:

Non-pollution (noise) incidents:

- Contact Air Services Australia

Pollution incidents:

- Refer to (and follow the) Cessnock Airport Emergency Procedures.

## **2.3 Likelihood of Hazards**

The controlled nature of the helicopter activities (movements) permitted under the licence at Cessnock Airport has been assessed as a low risk in accordance with the POEO risk assessment tool.

- Pollution (fuel spill) - could be caused by a tank rupture, hose/hose fitting/equipment failure, vehicular accident or over filling of fuel. Tank rupture or hose/hose fitting/equipment failure is minimized by regular inspection, maintenance and testing of equipment.
- Personal contamination/poisoning will be minimal if operators are correctly trained and label directions and Safe Work Method Statements are adhered to.
- Personal contamination/poisoning may be minimized by the supply and correct use of appropriate PPE.
- Animal contamination/poisoning will be minimal if operators are correctly trained and label directions and Safe Work Method Statements are adhered to.

- **Potential Hazard and Risk Table**

Hazard	Risk
Pollution (Chemical spill)	Minor (6)
Personal contamination/poisoning	Medium (4)
Animal contamination/poisoning	Minor (6)

## **2.4 Communicating with Neighbours and Local Community**

Following a pollution incident, the occupiers and/or owners of neighbouring premises and/or properties downstream will be contacted via one, or a combination of the measures listed below:-

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## **2.5 Minimising Harm to Persons on Site**

To minimise harm from a non-pollution (noise) incident, Council has incorporated “Fly Neighbourly Guidelines” into its adopted Cessnock Airport Operational Policy and User Guidelines.

In the event of a pollution incident, harm to persons on the site will be minimised in accordance with the Cessnock Airport Emergency Procedures.

## 2.6 Training, Testing and Review

There is a very low risk of a pollution incident occurring.

Council will review, updated (if required) and test this PIRMP at least once in every 12 month period.

Staff will be trained in the PIRMP and appropriate records maintained in Council's corporate system. A copy of this plan will be kept on site at Cessnock Airport.

- Suitable identified training will occur in conjunction with reviews of the Work Method Statements which form part of Council's corporate Integrated Management System or as required.

### PIRMP TRAINING RECORD

Name	Signature - Date
Tony Allan	6-7-2025
Robert Schreiber	6-7-2025
Steven Burgess	6-7-2025

## 2.6 Contact Details

### 2.6.1 Personnel responsible for the site

<b>Title</b>	<b>Name</b>	<b>Contact Number</b>
Airport Operations Coordinator	Tony Allan	02 4993 4228 24 hours
Airport Reporting Officer	Varies	Contact Airport Operations Coordinator or Refer to Cessnock Airport Operational Policy & User Guidelines
After Hours Calls and Emergencies	Varies	02 4993 4228 24 hours

### 2.6.2 Notification of external parties

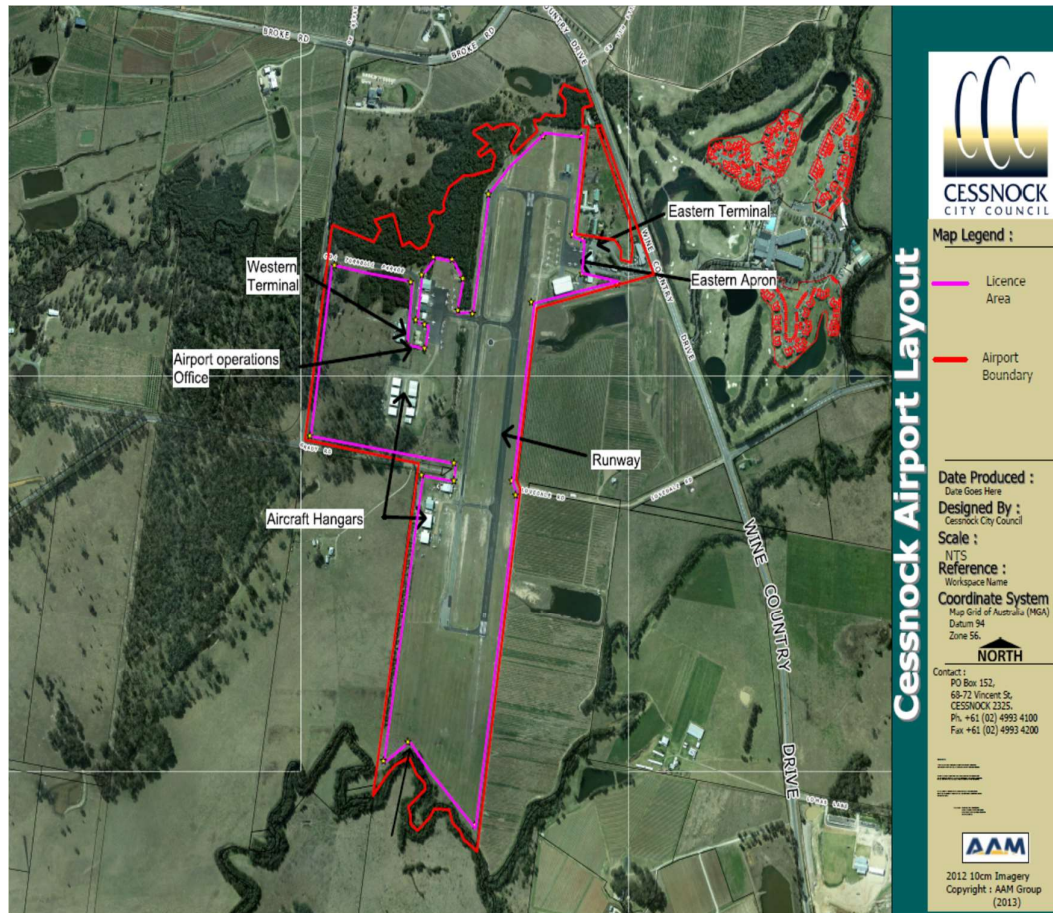
<b>Title</b>		<b>Contact Number</b>
Emergency Services	Police Fire Ambulance	000
Air Services Australia		1300 301 120
Civil Aviation Safety Authority		131 757
EPA	Environmental Line	131 555
NSW Health	Public Health Unit, Hunter new England Health, Newcastle Office	02 4924 6477



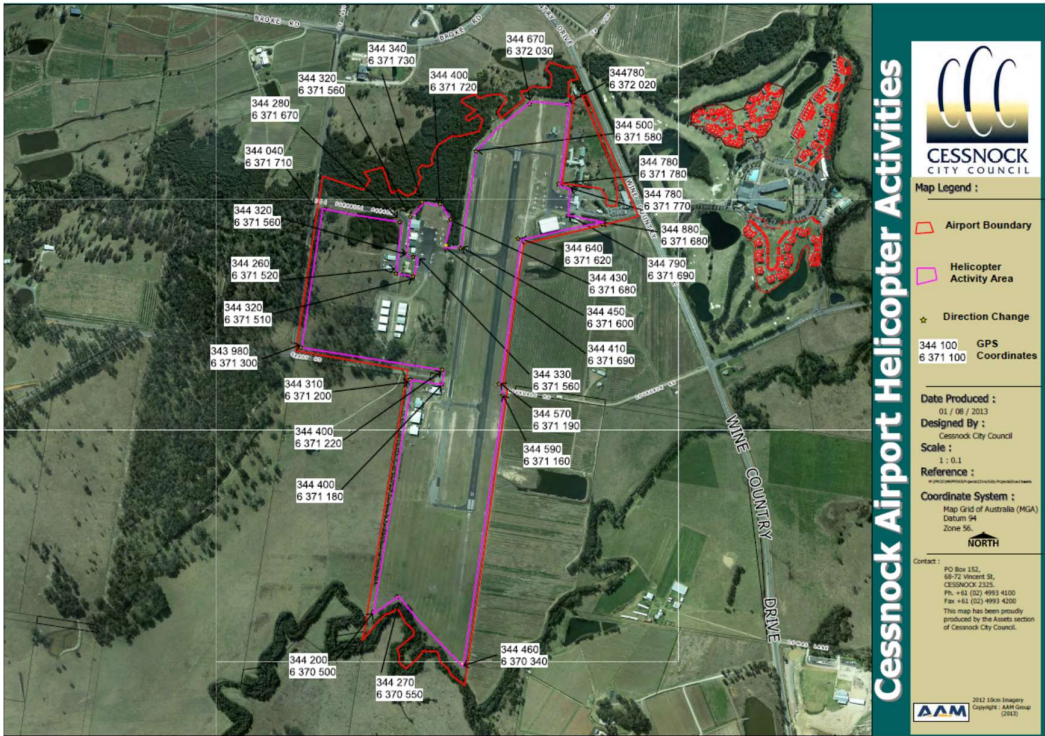
Work Cover		13 10 50
Cessnock City Council	Customer Service	02 4993 4100
Fire & Rescue NSW	(not an emergency)	02 4991 4150

## 2.7 Maps

### 2.7.1 Licence Area and Airport Boundary



2.7.2 Airport Boundary Direction Change Coordinates



## Revision History

Date	Activity	Outcome
10 Sept 2015	Plan desktop tested by Chris Eddy and Bronwyn Rumbel	No changes required.
17 March 2020	Plan desktop tested by Tony Allan and Steven Burgess	No Changes required.
27 June 2022	Update the communications with neighbours and review document	Item(s) 2.3 – 2.4 – 2.6 updated
6 July 2022	Desktop review and walk-through of a fuel spill at airport	ARO's and AC equipment check and procedural use of the equipment. Advised fuel supplier of deficiencies. Extra fuel spill kit ordered.
6 July 2025	Desktop review and test T Allan / S Burgess / R Schreiber	No Changes required
9 July 2025	Persons responsible updated	TA Updated
9 July 2025	Document sent in PDF format to communications for uploading to Council Airport page	TA actioned DOC2025/136606