

10 SEPTEMBER 2025

Stephen Barry  
Office of the Independent Planning Commission  
Level 15, 135 King Street  
Sydney, NSW 2000  
Australia

Dear Stephen,

### **Mayfield Cargo Storage Facility – DA 8137-MOD 3 Questions Taken on Notice**

We refer to your letter dated 4 September 2025 in relation to the following question taken on notice by Port of Newcastle (PON) during the stakeholder meeting with the Commission:

***Does the Port of Newcastle have a community notification process for emergency situations if/when they occur at the Mayfield cargo handling area?***

PON has the following corporate and site-specific emergency response plans relevant to the Mayfield Cargo Storage Facility:

1. Operational Incident & Emergency Management Response Plan;
2. Crisis Communications Plan;
3. Mayfield Site Precinct Emergency Plan (WHS-3003) (Condition 2.26 of the Concept Plan approval MP 09\_0096); and
4. Mayfield Cargo Storage Facility Emergency Management Plan (WHS-3009) (a requirement for DA 8137 as per Condition 2.25(d) of the Concept Plan approval MP 09\_0096).

As outlined in the Mayfield site-specific plans, the community would be notified of an incident or emergency at the site in accordance with the procedure set out in the corporate *Crisis Communication Plan*, which is activated to support the overarching corporate *Operational Incident & Emergency Management Response Plan*.

Depending on the nature and severity of the incident or emergency, notifications would be sent to the community including:

- PON Community Liaison Group members;
- nearby residents;
- interest groups;
- the broader community;
- social media commentators; and
- attendees at the site, including staff of port customers.

The communication channels include media statements (local, metropolitan and national), the PON website and social media, emails, telephone calls/SMS, and in-person on-site (as appropriate).

Emergency services and regulatory bodies/authorities, NSW State and local representatives, and PON customers/tenants would also be notified, as outlined in the *Crisis Communication Plan*.

We trust the above-mentioned response satisfies the Independent Planning Commission's question.

Should you require further information, please do not hesitate to contact me on [REDACTED] or [REDACTED].

Kind regards,



**Laura Wyatt**  
**Planning Manager, Port of Newcastle**