

# JR Richards

## & Sons

### WASTE and RECYCLING SERVICES

## Pollution Incident Response Management Plan

|                   |  |
|-------------------|--|
| General           |  |
| Name of Licensee: | J.R. & E.G. Richards Pty Ltd           |
| EPL Number:       | 11634                                  |
| Site Name:        | Port Macquarie Aqueous Treatment Plant |
| Address:          | Kingfisher Rd, Port Macquarie          |
| Review Date:      | Aug 2021                               |

## Notifying Pollution Incidents

A pollution incident means 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.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

What must be Notified:

Material harm to the environment, involving actual or potential harm to health or safety of human beings or ecosystems, OR actual or potential loss for property damage exceeding \$10 000.

The following environmental incidents must be notified:

- All environmental incidents where external agencies are involved (Police, Fire, etc).
- Overflow of product from the tank farm bund, beyond the site boundaries.

Depot staff or Drivers can report incidents or hazards using the usual reporting system, which may lead to activation of the PIRMP at the discretion of those appropriately trained.

- All incidents must be reported to 1800 JR HELP.

The following must be contacted:

- Fire + Rescue - 000 as appropriate, if there is an immediate threat to people or environment.

Otherwise, the following must be contacted by authorised staff from head Office, in order:

1. EPA 131 555.
2. NSW Health (Port Macquarie Public Health Unit: 02 6589 2120).
3. Fire + Rescue – 000.
4. SafeWork NSW – 131 050.
5. Local Council (Port Macquarie-Hastings Council 02 6581 8111).

Also, neighbours must be contacted, in keeping with the procedures below.

For any notifications, the Notifications Worksheet must be used as a record.

Information to be given is:

- The time, date, nature, duration and location of the incident.
- Location of where the pollution is or is likely to occur.
- The nature, and quantity and concentration of pollutants (if known).
- The circumstances in which the incident occurred.
- The actions, taken or proposed.

## **Communicating with Neighbours and the Community**

### **Complaints Line**

The Complaints Line (1800 574 357) is posted on the JR Richards website at <https://www.jrrichards.com.au/documents/>.

### **Establishing Priorities**

Management shall contact Council (on the adjoining site) and arrange resources to contact neighbouring properties. Priorities shall be established to determine affected neighbours, based on:

- Distance and direction from the source.
- Location of neighbours adjacent downstream water courses.
- Wind direction and strength.
- Height and magnitude of emissions.

### **Details of how Neighbours will be informed, including Early Warnings and Regular Updates**

The Notifications Worksheet (see Appendices) contains addresses and contact details of neighbours to be informed of a pollution incident.

Use a printed Notifications Worksheet, when notifying the Authorities and neighbours, and make notes as a record. A copy must be attached to the Incident Report.

Warnings and progress updates shall be provided at key stages during the management of an incident; or if any new risks arise, depending on the length of the incident.

### **Procedures for Communicating with the Community**

Once the PIRMP has been activated, resources shall contact the neighbours to advise of the incident (and provide updates) either by door knocking, telephoning or through letter box drops.

A risk assessment shall be carried out, prior to approaching any property.

### **Specific Information to be Provided**

The specific information includes:

- Type of pollutant.
- Prevailing winds.
- Height and magnitude of air emission.
- Location of any onsite fallout or offsite impacts.
- Likelihood of the pollutant reaching ground level.
- Possible impacts on any sensitive receptors.
- Actions taken or proposed.

## Appendix 1. Notifications Work Sheet

| <b>Brief Sheet</b>                                     |  |
|--|--|
| <b>Time and date of Incident:</b>                      |  |
| <b>Nature of the incident:</b>                         |  |
| <b>Duration of the incident:</b>                       |  |
| <b>Location of the incident:</b>                       |  |
| <b>Nearest cross street:</b>                           |  |
| <b>Location of where pollution is likely to occur:</b> |  |
| <b>Circumstances in which the incident occurred:</b>   |  |
| <b>Actions taken or proposed:</b>                      |  |



| Date:                          | Details      | Notes                             |
|--------------------------------|--------------|-----------------------------------|
| <b>Authority: EPA</b>          |              |                                   |
| Number:                        | 131 500      |                                   |
| Time:                          |              |                                   |
| Call Receiver:                 |              |                                   |
| Reference No.:                 |              |                                   |
| Notifier:                      |              |                                   |
| <b>Authority: NSW Health</b>   |              |                                   |
| Number:                        | 02 6589 2120 | Port Macquarie Public Health Unit |
| Time:                          |              |                                   |
| Call Receiver:                 |              |                                   |
| Reference No.:                 |              |                                   |
| Notifier:                      |              |                                   |
| <b>Authority: SafeWork NSW</b> |              |                                   |
| Number:                        | 131 050      |                                   |
| Time:                          |              |                                   |
| Call Receiver:                 |              |                                   |
| Reference No.:                 |              |                                   |
| Notifier:                      |              |                                   |
| <b>Local Council</b>           |              |                                   |
| Number:                        | 02 6581 8111 | Port Macquarie-Hastings Council   |
| Time:                          |              |                                   |
| Call Receiver:                 |              |                                   |
| Reference No.:                 |              |                                   |
| Notifier:                      |              |                                   |
| <b>FIRE + Rescue</b>           |              |                                   |
| Number:                        | 000          |                                   |
| Time:                          |              |                                   |
| Call Receiver:                 |              |                                   |
| Reference No.:                 |              |                                   |
| Notifier:                      |              |                                   |
|                                |              |                                   |



| <b>Neighbouring Community</b> |              |                |             |             |                 |
|-------------------------------|--------------|----------------|-------------|-------------|-----------------|
| <b>Address</b>                | <b>Phone</b> | <b>Details</b> | <b>Name</b> | <b>Time</b> | <b>Comments</b> |
| Community Recycling Centre    | 02 6581 4817 |                |             |             |                 |
|                               |              |                |             |             |                 |
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## Appendix 2. Public Health Unit List ([Link](#))

| Public Health Unit – Referral List at July 2020 |                |           |                    |           |                 |   |
|---|----------------|-----------|--------------------|-----------|-----------------|---|
| Postcode  | PHU            | Postcode  | PHU                | Postcode  | PHU             | PHU Details   |
| 2000-2002                                       | Randwick PHU   | 2379-2382 | Tamworth PHU       | 2717      | Broken Hill PHU | <b>Albury PHU</b> (Murrumbidgee & Southern NSW LHD)<br>PO Box 3095, Albury NSW 2640<br>Phone: (02) <b>6080 8900</b> Fax: (02) <b>6933 9220</b> (secure)                         |
| 2004-2009                                       | Camperdown PHU | 2386-2390 | Tamworth PHU       | 2720      | Albury PHU      |   |
| 2010-2011                                       | Randwick PHU   | 2395-2396 | Dubbo PHU          | 2721      | Bathurst PHU    | <b>Bathurst PHU</b> (Far West & Western NSW LHD)<br>PO Box 143, Bathurst NSW 2795<br>Phone: (02) <b>6330 5880</b> Fax: (02) <b>6332 3137</b> (secure)                           |
| 2012-2017                                       | Camperdown PHU | 2397-2411 | Tamworth PHU       | 2722      | Albury PHU      |   |
| 2018-2036                                       | Randwick PHU   | 2415      | Newcastle PHU      | 2725      | Albury PHU      | <b>Broken Hill PHU</b> (Far West & Western NSW LHD)<br>PO Box 457, Broken Hill NSW 2880<br>Phone: (08) <b>8080 1420</b> Fax: (08) <b>8080 1196</b> (secure)                     |
| 2037-2050                                       | Camperdown PHU | 2420-2430 | Newcastle PHU      | 2726      | Goulburn PHU    |   |
| 2052  | Randwick PHU   | 2431      | Port Macquarie PHU | 2727-2733 | Albury PHU      | <b>Camperdown PHU</b> (Sydney LHD)<br>PO Box 374 Camperdown NSW 1450<br>Phone: (02) <b>9515 9420</b> Fax: (02) <b>9515 9467</b> (secure)  |
| 2055-2114                                       | Hornsby PHU    | 2439-2456 | Port Macquarie PHU | 2734      | Broken Hill PHU |   |
| 2115-2118                                       | Parramatta PHU | 2460-2466 | Lismore PHU        | 2735-2736 | Albury PHU      | <b>Dubbo PHU</b> (Far West & Western NSW LHD)<br>PO Box 4061, Dubbo NSW 2830<br>Phone: (02) <b>6809 8979</b> Fax: (02) <b>6809 7963</b> (secure)                                |
| 2119-2122                                       | Hornsby PHU    | 2469-2474 | Lismore PHU        | 2737-2739 | Broken Hill PHU |   |
| 2123-2125                                       | Parramatta PHU | 2475      | Tamworth PHU       | 2745      | Penrith PHU     | <b>Gosford PHU</b> (Central Coast LHD)<br>PO Box 361, Gosford NSW 2250<br>Phone: (02) <b>4320 9730</b> Fax: (02) <b>4320 9746</b> (secure)                                      |
| 2126  | Hornsby PHU    | 2476-2490 | Lismore PHU        | 2747-2751 | Penrith PHU     |   |
| 2127-2128                                       | Parramatta PHU | 2500-2502 | Wollongong PHU     | 2752      | Liverpool PHU   | <b>Goulburn PHU</b> (Murrumbidgee & Southern NSW LHD)<br>Locked Mail Bag 11, Goulburn NSW 2580<br>Phone: (02) <b>4825 4944</b> Fax: (02) <b>4822 5038</b> (secure)              |
| 2129-2140                                       | Camperdown PHU | 2505-2508 | Wollongong PHU     | 2753-2760 | Penrith PHU     |   |
| 2141-2157                                       | Parramatta PHU | 2515-2522 | Wollongong PHU     | 2761-2770 | Parramatta PHU  | <b>Hornsby PHU</b> (Northern Sydney LHD)<br>Hornsby-Ku-ring-gai Hospital, Palmerston Road, Hornsby NSW 2077<br>Phone: (02) <b>9485 6911</b> Fax: (02) <b>9485 6093</b> (secure) |
| 2158-2159                                       | Hornsby PHU    | 2525-2530 | Wollongong PHU     | 2773-2786 | Penrith PHU     |   |
| 2160-2161                                       | Parramatta PHU | 2533-2535 | Wollongong PHU     | 2787      | Bathurst PHU    | <b>Lismore PHU</b> (Mid North Coast & Northern NSW LHD)<br>PO Box 498, Lismore NSW 2480<br>Phone: (02) <b>6620 7585</b> Fax: (02) <b>6620 2552</b> (secure)                     |
| 2162-2190                                       | Liverpool PHU  | 2536-2537 | Goulburn PHU       | 2790-2800 | Bathurst PHU    |   |
| 2191-2196                                       | Camperdown PHU | 2538-2541 | Wollongong PHU     | 2803      | Goulburn PHU    | <b>Liverpool PHU</b> (South Western Sydney LHD)<br>PO Box 38, Liverpool NSW 1871<br>Phone (02) <b>9794 0855</b> Fax: (02) <b>9794 0838</b> (secure)                             |
| 2197-2200                                       | Liverpool PHU  | 2545-2551 | Goulburn PHU       | 2804-2806 | Bathurst PHU    |   |
| 2203 -2204                                      | Camperdown PHU | 2555-2578 | Liverpool PHU      | 2807      | Goulburn PHU    | <b>Newcastle PHU</b> (Hunter/New England LHD)<br>Locked Mail Bag 10, Wallsend NSW 2287<br>Phone: (02) <b>4924 6477</b> Fax: (02) <b>4924 6048</b> (secure)                      |
| 2205  | Randwick PHU   | 2579-2587 | Goulburn PHU       | 2808-2810 | Bathurst PHU    |   |
| 2206  | Camperdown PHU | 2588-2590 | Albury PHU         | 2820-2831 | Dubbo PHU       | <b>Parramatta PHU</b> (Western Sydney LHD)<br>Locked Mail Bag 7118, Parramatta BC NSW 2124<br>Phone: (02) <b>9840 3603</b> Fax: (02) <b>9840 3591</b> (secure)                  |
| 2207  | Randwick PHU   | 2594      | Goulburn PHU       | 2832-2834 | Broken Hill PHU |   |
| 2208  | Camperdown PHU | 2611      | Goulburn PHU       | 2835      | Dubbo PHU       | <b>Penrith PHU</b> (Nepean Blue Mountains LHD)<br>PO Box 63, Penrith, NSW 2751<br>Phone: (02) <b>4734 2022</b> Fax: (02) <b>4734 3444</b> (secure)                              |
| 2209-2210                                       | Randwick PHU   | 2618-2633 | Goulburn PHU       | 2836      | Broken Hill PHU |   |
| 2211-2214                                       | Liverpool PHU  | 2640-2647 | Albury PHU         | 2839-2840 | Broken Hill PHU | <b>Port Macquarie PHU</b> (Mid North Coast & Northern NSW LHD)<br>PO Box 126, Port Macquarie NSW 2444<br>Phone: (02) <b>6589 2120</b> Fax: (02) <b>6589 2390</b> (secure)       |
| 2216-2234                                       | Randwick PHU   | 2648      | Broken Hill PHU    | 2842-2844 | Dubbo PHU       |   |
| 2250-2252                                       | Gosford PHU    | 2649-2672 | Albury PHU         | 2845-2847 | Penrith PHU     | <b>Randwick PHU</b> (South Eastern Sydney LHD)<br>Locked Mail Bag 88, Randwick NSW 2031<br>Phone: (02) <b>9382 8333</b> Fax: (02) <b>9382 8314</b> (secure)                     |
| 2256-2263                                       | Gosford PHU    | 2675      | Albury PHU         | 2848-2849 | Bathurst PHU    |   |
| 2264-2267                                       | Newcastle PHU  | 2680-2681 | Albury PHU         | 2850-2852 | Dubbo PHU       | <b>Tamworth PHU</b> (Hunter/New England LHD)<br>Locked Mail Bag 9783, NEMC NSW 2348<br>Phone: (02) <b>6764 8000</b> Fax: (02) <b>4924 6048</b> (secure)                         |
| 2278-2338                                       | Newcastle PHU  | 2700-2714 | Albury PHU         | 2864-2877 | Bathurst PHU    |   |
| 2339-2356                                       | Tamworth PHU   | 2715      | Broken Hill PHU    | 2878-2880 | Broken Hill PHU | <b>Wollongong PHU</b> (Illawarra Shoalhaven LHD)<br>Locked Mail Bag 9, Wollongong NSW 2500<br>Phone: (02) <b>4221 6700</b> Fax: (02) <b>4221 6759</b> (secure)                  |
| 2357  | Dubbo PHU      | 2716      | Albury PHU         | 2890-2891 | Wollongong PHU  |   |
| 2358-2361                                       | Tamworth PHU   |           |                    | 2898-2899 | Randwick PHU    |   |
| 2365  | Tamworth PHU   |           |                    |           |                 |   |
| 2369-2372                                       | Tamworth PHU   |           |                    |           |                 |   |

## Appendix 3. Local Council Contacts

| Council                       | PHONE        | Council   | PHONE        | Council                              | PHONE        | Council                       | PHONE        |
|-------------------------------|--------------|---|--------------|--------------------------------------|--------------|-------------------------------|--------------|
| Bayside Council               | 02 9562 1666 | Coffs Harbour City Council                      | 02 6648 4000 | Kyogle Council                       | 02 6632 1611 | Randwick City Council         | 1300 722 542 |
| Dubbo Regional Council        | 02 6801 4000 | Coolamon Shire Council                          | 02 6930 1800 | Lachlan Shire Council                | 02 6895 1900 | Richmond Valley Council       | 02 6660 0300 |
| Albury City Council           | 02 6023 8111 | Coonamble Shire Council                         | 02 6827 1900 | Lake Macquarie City Council          | 02 4921 0333 | Council of the City of Ryde   | 02 9952 8222 |
| Armidale Regional Council     | 1300 136 833 | Cowra Shire Council                             | 02 6340 2000 | Lane Cove Municipal Council          | 02 9911 3555 | Shellharbour City Council     | 02 4221 6111 |
| Ballina Shire Council         | 1300 864 444 | Cumberland Council                              | 02 8757 9000 | Leeton Shire Council                 | 02 6953 0911 | Shoalhaven City Council       | 02 4429 3111 |
| Balranald Shire Council       | 03 5020 1300 | Dungog Shire Council                            | 02 4995 7777 | Lismore City Council                 | 1300 878 387 | Singleton Council             | 02 6578 7290 |
| Bathurst Regional Council     | 02 6333 6111 | Edward River Council                            | 03 5898 3000 | City of Lithgow Council              | 02 6354 9999 | Snowy Monaro Regional Council | 1300 345 345 |
| The Hills Shire Council       | 02 9843 0555 | Eurobodalla Shire Council                       | 02 4474 1000 | Liverpool City Council               | 1300 362 170 | Snowy Valleys Council         | 1800 069 280 |
| Bega Valley Shire Council     | 02 6499 2222 | Fairfield City Council                          | 02 9725 0222 | Liverpool Plains Shire Council       | 02 6746 1755 | Strathfield Municipal Council | 02 9748 9999 |
| Bellingen Shire Council       | 02 6655 7300 | Federation Council                              | 02 6033 8999 | Lockhart Shire Council               | 02 6920 5305 | Sutherland Shire Council      | 02 9710 0333 |
| Berrigan Shire Council        | 03 5888 5100 | Forbes Shire Council                            | 02 6850 2300 | Maitland City Council                | 02 4934 9700 | Council of the City of Sydney | 02 9265 9333 |
| Blacktown City Council        | 02 9839 6000 | Georges River Council                           | 02 9330 6400 | Mid-Coast Council                    | 02 6591 7222 | Tamworth Regional Council     | 02 6767 5555 |
| Bland Shire Council           | 02 6972 2266 | Gilgandra Shire Council                         | 02 6817 8800 | Mid-Western Regional Council         | 1300 765 002 | Temora Shire Council          | 02 6980 1100 |
| Blayney Shire Council         | 02 6368 2104 | Glen Innes Severn Council                       | 02 6730 2300 | Moree Plains Shire Council           | 02 6757 3222 | Tenterfield Shire Council     | 02 6736 6000 |
| Blue Mountains City Council   | 02 4780 5000 | Goulburn Mulwaree Council                       | 02 4823 4444 | Mosman Municipal Council             | 02 9978 4000 | Tweed Shire Council           | 02 6670 2400 |
| Bogan Shire Council           | 02 6835 9000 | Greater Hume Shire Council                      | 02 6036 0100 | Murray River Council                 | 1300 087 004 | Upper Hunter Shire Council    | 02 6540 1100 |
| Bourke Shire Council          | 02 6830 8000 | Griffith City Council                           | 02 6962 8100 | Murrumbidgee Council                 | 1300 676 243 | Upper Lachlan Shire Council   | 02 4830 1000 |
| Brewarrina Shire Council      | 02 6830 5100 | Cootamundra-Gundagai Regional Council           | 1300 459 689 | Muswellbrook Shire Council           | 02 6549 3700 | Uralla Shire Council          | 02 6778 6300 |
| Broken Hill City Council      | 08 8080 3300 | Gunnedah Shire Council                          | 02 6740 2100 | Nambucca Valley Council              | 02 6568 2555 | Wagga Wagga City Council      | 1300 292 442 |
| Burwood Council               | 02 9911 9911 | Gwydir Shire Council                            | 02 6724 2000 | Narrabri Shire Council               | 02 6799 6866 | Walcha Council                | 02 6774 2500 |
| Byron Shire Council           | 02 6626 7000 | Port Macquarie-Hastings Council                 | 02 6581 8111 | Narrandera Shire Council             | 02 6959 5510 | Walgett Shire Council         | 02 6828 1399 |
| Cabonne Council               | 02 6392 3200 | Hawkesbury City Council                         | 02 4560 4444 | Narromine Shire Council              | 02 6889 9999 | Warren Shire Council          | 02 6847 6600 |
| Camden Council                | 02 4654 7777 | Hay Shire Council                               | 02 6990 1100 | Newcastle City Council               | 02 4974 2000 | Warrumbungle Shire Council    | 02 6849 2000 |
| Campbelltown City Council     | 02 4645 4000 | Hilltops Council                                | 02 6380 1200 | North Sydney Council                 | 02 9936 8100 | Waverley Council              | 02 9083 8000 |
| City of Canada Bay Council    | 02 9911 6555 | Hornsby Shire Council                           | 02 9847 6666 | Northern Beaches Council             | 1300 434 434 | Weddin Shire Council          | 02 6343 1212 |
| Canterbury Bankstown Council  | 9707 9000    | The Council of the Municipality of Hunters Hill | 02 9879 9400 | Oberon Council                       | 02 6329 8100 | Wentworth Shire Council       | 03 5027 5027 |
| Carrathool Shire Council      | 02 6965 1900 | Inner West Council                              | 02 9392 5000 | Orange City Council                  | 02 6393 8000 | Willoughby City Council       | 02 9777 1000 |
| Central Coast Council         | 02 4350 5555 | Inverell Shire Council                          | 02 6728 8288 | Parkes Shire Council                 | 02 6861 2333 | Wingecarribee Shire Council   | 02 4868 0888 |
| Central Darling Shire Council | 08 8083 8900 | Junee Shire Council                             | 02 6924 8100 | Council of the City of Parramatta    | 1300 617 058 | Wollondilly Shire Council     | 02 4677 1100 |
| Cessnock City Council         | 02 4993 4100 | Kempsey Shire Council                           | 02 6566 3200 | Penrith City Council                 | 02 4732 7777 | Wollongong City Council       | 02 4227 7111 |
| Clarence Valley Council       | 02 6643 0200 | Kiama Municipality                              | 02 4232 0444 | Port Stephens Council                | 02 4980 0255 | Woollahra Municipal Council   | 02 9391 7000 |
| Cobar Shire Council           | 02 6836 5888 | Ku-ring-gai Council                             | 02 9424 0000 | Queanbeyan-Palerang Regional Council | 1300 735 025 | Yass Valley Council           | 02 6226 1477 |



