

# JR Richards & Sons

## WASTE and RECYCLING SERVICES

### Pollution Incident Response Management Plan

Issue 8

Nov 2025

Prepared by

JR Richards & Sons

QHSE Department

Web Site: [www.jrrichards.com.au](http://www.jrrichards.com.au)

#### General

Name of Licensee: J.R. & E.G. Richards Pty Ltd  
EPL Number: 20137  
Site Name: Clarence Organics Recovery Facility  
Address: 704 Armidale Rd, South Grafton, NSW,  
2460

#### Company / Business Contact Details

JR Richards contact: 1300 579 278  
Complaints Line: 1800 574 357  
Website: <https://www.jrrichards.com.au/>

## **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 humans 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 material harm has occurred and external agencies are involved (Police, Fire, etc).
- Uncontrolled fire in a stockpile.
- Overflow of Contact Water from storage dams, where material harm (as above) has resulted, unless (as per EPL 20137 L1.2) "Leachate is only permitted to overflow from Point 4 as a direct result of a 24 hour, 1 in 10-year Average Recurrence Interval (ARI) storm event, that is a rainfall event greater than 192 mm within a 24-hour time period.

Depot staff or Drivers can activate the PIRMP by calling 1800 JR HELP (1800 574 357).

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, in order:

- EPA 131 555.
- NSW Health (Lismore Public Health Unit 02 6620 7585).
- Fire + Rescue – 000.
- SafeWork NSW – 131 050.
- Local Council (Clarence Valley Council 02 6643 0200).

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.jrichards.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) contained 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 Worksheet

|                                                        |  |
|--------------------------------------------------------|--|
| <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 6620 7585 | Lismore 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 6643 0200 | Clarence Valley Council    |
| Time:                          |              |                            |
| Call Receiver:                 |              |                            |
| Reference No.:                 |              |                            |
| Notifier:                      |              |                            |
| <b>FIRE + Rescue</b>           |              |                            |
| Number:                        | 000          |                            |
| Time:                          |              |                            |
| Call Receiver:                 |              |                            |
| Reference No.:                 |              |                            |
| Notifier:                      |              |                            |
|                                |              |                            |

[illegible]

## Appendix 2. Public Health Unit List ([Link](#))

| Public Health Unit – Referral List at July 2020 |                |           |                    |                                                                                                                                                                                 |                 |
|-------------------------------------------------|----------------|-----------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Postcode                                        | PHU            | Postcode  | PHU                | Postcode                                                                                                                                                                        | PHU             |
| 2000-2002                                       | Randwick PHU   | 2379-2382 | Tamworth PHU       | 2717                                                                                                                                                                            | Broken Hill PHU |
| 2004-2009                                       | Camperdown PHU | 2386-2390 | Tamworth PHU       | 2720                                                                                                                                                                            | Albury PHU      |
| 2010-2011                                       | Randwick PHU   | 2395-2396 | Dubbo PHU          | 2721                                                                                                                                                                            | Bathurst PHU    |
| 2012-2017                                       | Camperdown PHU | 2397-2411 | Tamworth PHU       | 2722                                                                                                                                                                            | Albury PHU      |
| 2018-2036                                       | Randwick PHU   | 2415      | Newcastle PHU      | 2725                                                                                                                                                                            | Albury PHU      |
| 2037-2050                                       | Camperdown PHU | 2420-2430 | Newcastle PHU      | 2726                                                                                                                                                                            | Goulburn PHU    |
| 2052                                            | Randwick PHU   | 2431      | Port Macquarie PHU | 2727-2733                                                                                                                                                                       | Albury PHU      |
| 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      |
| 2119-2122                                       | Hornsby PHU    | 2469-2474 | Lismore PHU        | 2737-2739                                                                                                                                                                       | Broken Hill PHU |
| 2123-2125                                       | Parramatta PHU | 2475      | Tamworth PHU       | 2745                                                                                                                                                                            | Penrith PHU     |
| 2126                                            | Hornsby PHU    | 2476-2490 | Lismore PHU        | 2747-2751                                                                                                                                                                       | Penrith PHU     |
| 2127-2128                                       | Parramatta PHU | 2500-2502 | Wollongong PHU     | 2752                                                                                                                                                                            | Liverpool PHU   |
| 2129-2140                                       | Camperdown PHU | 2505-2508 | Wollongong PHU     | 2753-2760                                                                                                                                                                       | Penrith PHU     |
| 2141-2157                                       | Parramatta PHU | 2515-2522 | Wollongong PHU     | 2761-2770                                                                                                                                                                       | Parramatta PHU  |
| 2158-2159                                       | Hornsby PHU    | 2525-2530 | Wollongong PHU     | 2773-2786                                                                                                                                                                       | Penrith PHU     |
| 2160-2161                                       | Parramatta PHU | 2533-2535 | Wollongong PHU     | 2787                                                                                                                                                                            | Bathurst PHU    |
| 2162-2190                                       | Liverpool PHU  | 2536-2537 | Goulburn PHU       | 2790-2800                                                                                                                                                                       | Bathurst PHU    |
| 2191-2196                                       | Camperdown PHU | 2538-2541 | Wollongong PHU     | 2803                                                                                                                                                                            | Goulburn PHU    |
| 2197-2200                                       | Liverpool PHU  | 2545-2551 | Goulburn PHU       | 2804-2806                                                                                                                                                                       | Bathurst PHU    |
| 2203 -2204                                      | Camperdown PHU | 2555-2578 | Liverpool PHU      | 2807                                                                                                                                                                            | Goulburn PHU    |
| 2205                                            | Randwick PHU   | 2579-2587 | Goulburn PHU       | 2808-2810                                                                                                                                                                       | Bathurst PHU    |
| 2206                                            | Camperdown PHU | 2588-2590 | Albury PHU         | 2820-2831                                                                                                                                                                       | Dubbo PHU       |
| 2207                                            | Randwick PHU   | 2594      | Goulburn PHU       | 2832-2834                                                                                                                                                                       | Broken Hill PHU |
| 2208                                            | Camperdown PHU | 2611      | Goulburn PHU       | 2835                                                                                                                                                                            | Dubbo PHU       |
| 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 |
| 2216-2234                                       | Randwick PHU   | 2648      | Broken Hill PHU    | 2842-2844                                                                                                                                                                       | Dubbo PHU       |
| 2250-2252                                       | Gosford PHU    | 2649-2672 | Albury PHU         | 2845-2847                                                                                                                                                                       | Penrith PHU     |
| 2256-2263                                       | Gosford PHU    | 2675      | Albury PHU         | 2848-2849                                                                                                                                                                       | Bathurst PHU    |
| 2264-2267                                       | Newcastle PHU  | 2680-2681 | Albury PHU         | 2850-2852                                                                                                                                                                       | Dubbo PHU       |
| 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 |
| 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   |           |                    |                                                                                                                                                                                 |                 |
|                                                 |                |           |                    | PHU Details                                                                                                                                                                     |                 |
|                                                 |                |           |                    | <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)                        |                 |
|                                                 |                |           |                    | <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)                           |                 |
|                                                 |                |           |                    | <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)                     |                 |
|                                                 |                |           |                    | <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)                                        |                 |
|                                                 |                |           |                    | <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)                                |                 |
|                                                 |                |           |                    | <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)                                      |                 |
|                                                 |                |           |                    | <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)              |                 |
|                                                 |                |           |                    | <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) |                 |
|                                                 |                |           |                    | <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)                     |                 |
|                                                 |                |           |                    | <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)                             |                 |
|                                                 |                |           |                    | <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)                      |                 |
|                                                 |                |           |                    | <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)                  |                 |
|                                                 |                |           |                    | <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)                              |                 |
|                                                 |                |           |                    | <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)       |                 |
|                                                 |                |           |                    | <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)                     |                 |
|                                                 |                |           |                    | <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)                         |                 |
|                                                 |                |           |                    | <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)                  |                 |

## Appendix 3. Local Council Contacts

| Council                               | PHONE               | Council                                  | PHONE        | Council                              | PHONE        |
|---------------------------------------|---------------------|------------------------------------------|--------------|--------------------------------------|--------------|
| Albury City Council                   | 02 6023 8111        | Georges River Council                    | 02 9330 6400 | Northern Beaches Council             | 1300 434 434 |
| Armidale Regional Council             | 1300 136 833        | Gilgandra Shire Council                  | 02 6817 8800 | Oberon Council                       | 02 6329 8100 |
| Ballina Shire Council                 | 1300 864 444        | Glen Innes Severn Council                | 02 6730 2300 | Orange City Council                  | 02 6393 8000 |
| Balranald Shire Council               | 03 5020 1300        | Goulburn Mulwaree Council                | 02 4823 4444 | Parkes Shire Council                 | 02 6861 2333 |
| Bathurst Regional Council             | 02 6333 6111        | Greater Hume Shire Council               | 02 6036 0100 | Council of the City of Parramatta    | 1300 617 058 |
| Bayside Council                       | 02 9562 1666        | Griffith City Council                    | 02 6962 8100 | Penrith City Council                 | 02 4732 7777 |
| Bega Valley Shire Council             | 02 6499 2222        | Gunnedah Shire Council                   | 02 6740 2100 | Port Macquarie-Hastings Council      | 02 6581 8111 |
| Bellingen Shire Council               | 02 6655 7300        | Gwydir Shire Council                     | 02 6724 2000 | Port Stephens Council                | 02 4980 0255 |
| Berrigan Shire Council                | 03 5888 5100        | Hawkesbury City Council                  | 02 4560 4444 | Queanbeyan-Palerang Regional Council | 1300 735 025 |
| Blacktown City Council                | 02 9839 6000        | Hay Shire Council                        | 02 6990 1100 | Randwick City Council                | 1300 722 542 |
| Bland Shire Council                   | 02 6972 2266        | Hilltops Council                         | 02 6380 1200 | Richmond Valley Council              | 02 6660 0300 |
| Blayney Shire Council                 | 02 6368 2104        | The Council of the Shire of Hornsby      | 02 9847 6666 | Council of the City of Ryde          | 02 9952 8222 |
| Blue Mountains City Council           | 02 4780 5000        | Municipality of Hunters Hill             | 02 9879 9400 | Shellharbour City Council            | 02 4221 6111 |
| Bogan Shire Council                   | 02 6835 9000        | Inner West Council                       | 02 9392 5000 | Shoalhaven City Council              | 02 4429 3111 |
| Bourke Shire Council                  | 02 6830 8000        | Inverell Shire Council                   | 02 6728 8288 | Singleton Council                    | 02 6578 7290 |
| Brewarrina Shire Council              | 02 6830 5100        | Junee Shire Council                      | 02 6924 8100 | Snowy Monaro Regional Council        | 1300 345 345 |
| Broken Hill City Council              | 08 8080 3300        | Kempsey Shire Council                    | 02 6566 3200 | Snowy Valleys Council                | 1300 275 782 |
| Burwood Council                       | 02 9911 9911        | The Council of the Municipality of Kiama | 02 4232 0444 | Strathfield Municipal Council        | 02 9748 9999 |
| Byron Shire Council                   | 02 6626 7000        | Ku-ring-gai Council                      | 02 9424 0000 | Sutherland Shire Council             | 02 9710 0333 |
| Cabonne Council                       | 02 6392 3200        | Kyogle Council                           | 02 6632 1611 | Council of the City of Sydney        | 02 9265 9333 |
| Camden Council                        | 02 4654 7777        | Lachlan Shire Council                    | 02 6895 1900 | Tamworth Regional Council            | 02 6767 5555 |
| Campbelltown City Council             | 02 4645 4000        | Lake Macquarie City Council              | 02 4921 0333 | Temora Shire Council                 | 02 6980 1100 |
| City of Canada Bay Council            | 02 9911 6555        | Lane Cove Municipal Council              | 02 9911 3555 | Tenterfield Shire Council            | 02 6736 6000 |
| Canterbury Bankstown Council          | 9707 9000           | Leeton Shire Council                     | 02 6953 0911 | The Hills Shire Council              | 02 9843 0555 |
| Carrathool Shire Council              | 02 6965 1900        | Lismore City Council                     | 02 6625 0500 | Tweed Shire Council                  | 02 6670 2400 |
| Central Coast Council                 | 1300 463 954        | City of Lithgow Council                  | 02 6354 9999 | Upper Hunter Shire Council           | 02 6540 1100 |
| Central Darling Shire Council         | 08 8083 8900        | Liverpool City Council                   | 1300 362 170 | Upper Lachlan Shire Council          | 02 4830 1000 |
| Cessnock City Council                 | 02 4993 4100        | Liverpool Plains Shire Council           | 02 6746 1755 | Uralla Shire Council                 | 02 6778 6300 |
| <b>Clarence Valley Council</b>        | <b>02 6643 0200</b> | Lockhart Shire Council                   | 02 6920 5305 | Wagga Wagga City Council             | 1300 292 442 |
| Cobar Shire Council                   | 02 6836 5888        | Maitland City Council                    | 02 4934 9700 | Walcha Council                       | 02 6774 2500 |
| Coffs Harbour City Council            | 02 6648 4000        | Mid-Coast Council                        | 02 6591 7777 | Walgett Shire Council                | 02 6828 1399 |
| Coolamon Shire Council                | 02 6930 1800        | Mid-Western Regional Council             | 1300 765 002 | Warren Shire Council                 | 02 6847 6600 |
| Coonamble Shire Council               | 02 6827 1900        | Moree Plains Shire Council               | 02 6757 3222 | Warrumbungle Shire Council           | 02 6849 2000 |
| Cootamundra-Gundagai Regional Council | 1300 459 689        | Mosman Municipal Council                 | 02 9978 4000 | Waverley Council                     | 02 9083 8000 |
| Cowra Shire Council                   | 02 6340 2000        | Murray River Council                     | 1300 087 004 | Weddin Shire Council                 | 02 6343 1212 |
| Cumberland Council                    | 02 8757 9000        | Murrumbidgee Council                     | 1300 676 243 | Wentworth Shire Council              | 03 5027 5027 |
| Dubbo Regional Council                | 02 6801 4000        | Muswellbrook Shire Council               | 02 6549 3700 | Willoughby City Council              | 02 9777 1000 |
| Dungog Shire Council                  | 02 4995 7777        | Nambucca Valley Council                  | 02 6568 2555 | Wingecarribee Shire Council          | 02 4868 0888 |
| Edward River Council                  | 03 5898 3000        | Narrabri Shire Council                   | 02 6799 6866 | Wollondilly Shire Council            | 02 4677 1100 |
| Eurobodalla Shire Council             | 02 4474 1000        | Narrandera Shire Council                 | 02 6959 5510 | Wollongong City Council              | 02 4227 7111 |
| Fairfield City Council                | 02 9725 0222        | Narromine Shire Council                  | 02 6889 9999 | Woollahra Municipal Council          | 02 9391 7000 |
| Federation Council                    | 02 6033 8999        | Newcastle City Council                   | 02 4974 2000 | Yass Valley Council                  | 02 6226 1477 |
| Forbes Shire Council                  | 02 6850 2300        | North Sydney Council                     | 02 9936 8100 |                                      |              |