



Pollution Incident Response Management Plan



General:

Name of Licensee: Renewable Oil Services
EPL Number: 13092
Site Name: Rutherford
Address: 38 Bradmill Ave, Rutherford NSW 2320

Company / Business Contact Details:

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

Approval:

Document No.: PIRMP EPL 13092
Approved by: QHSE Manager
Review Date: 15 June 2026

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 \$50 000.

The following environmental incidents must be notified:

All environmental incidents where material harm (as above) has resulted, and external agencies are involved (Police, Fire, etc), for example:

A major fire that cannot be controlled.

A major spill of a substance that (if not controlled) could escape the boundary of the depot.

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 (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.
- Fire + Rescue – 000.
- SafeWork NSW – 131 050.
- Local Council (Maitland City Council 4934 9700).

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 www.jrichards.com.au/documents/, and the Renewable Oil Services website at: www.renewableoil.com.au/

Establishing Priorities

Management shall arrange resources to contact neighbouring properties. Priorities shall be established to determine affected neighbours, based on:

- Type of pollutant.
- 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 Work Sheet

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

Pollution Incident Response Management Plan (PIRMP)
 Rutherford EPL 13092

Date:	Details	Notes
Authority: EPA		
Number:	131 500	
Time:		
Call Receiver:		
Reference No.:		
Notifier:		
Authority: SafeWork NSW		
Number:	131 050	
Time:		
Call Receiver:		
Reference No.:		
Notifier:		
Local Council		
Number:	4934 9700	
Time:		
Call Receiver:		
Reference No.:		
Notifier:		
FIRE + Rescue		
Number:	000 / 1300 729 579	
Time:		
Call Receiver:		
Reference No.:		
Notifier:		

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